NOTICE

PREPARATORY TO AWARDING ANY FUTURE DEVELOPMENT OF MAINTENANCE CONTRACTS FOR THIS SYSTEM, USER AGENCIES AND SUPPORTING PROCUREMENT ACTIVITIES MUST ASSURE SELECTED CONTRACTOR FIRMS AGREE TO AND DECLARE, IN WRITING, CONTRACT PERFORMANCE WILL BE LIMITED TO U.S. CITIZEN PERSONNEL ONLY. THIS IS A MANDATORY REQUIREMENT DUE TO THE MILITARY CRITICAL TECHNOLOGIES AND TECHNICAL INFORMATION WITH UNIQUE MILITARY UTILITY ASSOCIATED WITH AFFECTED SOFTWARE AND SUPPORTING DOCUMENTS.

DESTRUCTION NOTICE

DESTROY BY ANY METHOD THAT WILL PREVENT DISCLOSURE OF CONTENTS OR RECONSTRUCTION OF DOCUMENT.

SUMMARY of CHANGE

AISM 25-P5B-A26-AIX-SCOM
Military Personnel Transition Processing (TRANSPROC)
Software Center Operator Manual (SCOM)
10 December 1999

This updated manual--

- Replaces all previous versions of Software Center Operator Manual (SCOM) prepared in accordance with (IAW) Department of Defense (DOD) documentation standards MIL-STD-498, which was canceled on 27 May 1998.

- Adheres to the documentation standards contained in the Institute of Electrical and Electronics Engineers (IEEE)/Electronics Industries Association (EIA) Standard, IEEE/EIA 12207, "Information Technology-Software Life Cycle Process."

- Provides information needed to use the system effectively.

- Contains a hierarchy diagram in Section 3 that is a quick-reference to the location of each available menu and screen.

- Provides a blank copy of DA Form 2028 (Recommended Changes to Publications and Blank Forms). This form is at the end of the manual and users may reproduce and use it to write corrections, additions, or comments about the manual. Or users may use it as cover sheet to a marked up copy of the TRANSPROC SCOM.

- Be advised that changes would be subject to approval by the appropriate Subject Area Functional Proponent (SAFP).

NOTE

Some of the menus or screens shown in the manual may not yet be available in the software. These menus or screens are shown with an asterisk next to their menu numbers in Figure 3.4-1Figure 3.4-1, TRANSPROC Hierarchy Diagram.

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TABLE OF FIGURES

1   SCOPE

1.1   IDENTIFICATION.

The following is a full identification of the Military Personnel Transition Processing (TRANSPROC):

a.   Automated Information System (AIS) Identifier, which establishes the base functional components of a system: P5B.

b.   System Identification Code (SIC) identifies the software tool methodology that the application is developed: A26.

c.   Title and Abbreviation: Military Personnel Transition Processing (TRANSPROC)

d.   Previously fielded Release/Version Number: 10.09/10.00.

e.   Software Change Package (SCP) Release/Version number being developed/ fielded: P5B-A26-11-02.

1.2   SYSTEM OVERVIEW.

The Installation Support Module (ISM) Project was established to create new software applications (or upgrade existing ones) that would automate standard procedures and integrate information used to manage Army installations. These software applications are packaged as modules according to the installation management function they perform. ISM is deployed army-wide and comprises a uniform set of automated tools that assists installation commanders in effectively managing daily operations.

TRANSPROC is part of the ISM Project, which is an army-wide Major Automated Information System (MAIS) initiative. The primary objective of ISM is to enhance, through automation, installation management functions. ISM applications consist of standard procedures packaged into functional applications, which automate as well as integrate day-to-day installation processes. ISM applications use the Installation Level Integrated Database (ILIDB), which is the central repository for data that is common to more than one ISM application, and various local databases that contain data elements unique to the individual ISM applications.

ISM operates at garrison locations and support functional users during peacetime, mobilization, and wartime conditions. Installation commanders and installation functional managers use ISM applications and data to manage resources under their control. ISM performs the following major functions:

- Application-specific support to meet the information needs of installation functional activities and tenant units;

- Command and staff reporting requirements via standard or ad hoc queries run against either an application database or the ILIDB; and

- Information exchanged internally among installation functional activities and externally to echelons above installation levels, as well as to Standard Army Management Information Systems (STAMIS).

TRANSPROC assists the military personnel in processing active duty soldiers for separation and retirement from the U.S. Army. In brief, TRANSPROC supports the following functions:

- Print the Department of Defense (DD) Form 214 (Certificate of Release or Discharge from Active Duty)

- Print the DD Form 214 Worksheet

- Print Service Time Worksheet

- Print Department of Army (DA) Form 31 (Request Authority for Leave)

- Print DD Form 1506 (Statement of Service)

- Print DD Form 2339 (Application for Voluntary Retirement)

- Maintain a check list of processing stations visited by each soldier.

TRANSPROC includes the following features:

- Each installation can customize certain TRANSPROC variables to their particular needs. This includes codes and descriptions used for awards and decorations, badges and tabs, primary specialty codes, separation codes, and reentry codes. These values are stored in the TRANSPROC database and can be changed later.

- Users can create special purpose queries of the TRANSPROC database using "Ad Hoc Query." These ad hoc queries are stored in the TRANSPROC database and can be retrieved and executed later.

1.2.1 Management Reporting

TRANSPROC administration is divided into two primary areas: functional administration and system administration. The Functional Administrators (FA) will be at the installation and the system administrators (SA) will be at the Army Network and Systems Operations Center (ANSOC). The FA performs administrative functions, such as data management, user access control and control of electronic interfaces with other systems and is responsible for administration and security of TRANSPROC in an assigned area. This includes administration of password accounts according to the level of security and type of data required for access, and assistance in resolving any problem users may have gaining access to the system. The FA also executes the ISM Train and Trainer program at each installation.

The SA is responsible for managing the Installation Transition Processing (ITP) system. This includes UNIX and Oracle7 administration tasks such as performing backups and data recovery, creating system accounts, and updating printcap files and user accounts on the host computer.

1.2.2 Organizational and Personnel References.

The following organizations and personnel maintain a responsibility or interest in this ISM application.

a. ISM Functional Proponent. The ISM Functional Proponent (FP) is the Office of the Director of Information Systems for Command, Control, Communications, and Computers (ODISC4).

b. Application Sponsor. The application sponsor is the Director of Management (DM) Office Chief of Staff, Army (OCSA).

c. ISM/MISM FP. The ISM/MISM FP is the Assistant Chief of Staff for Installation Management (ACSIM).

d. Assigned Responsible Agency (ARA). The ARA for technical development, testing, fielding and maintenance of this ISM application is the Information Systems Software Center (ISSC).

e. Point of Contact.

Organization:	U.S. Army Information Systems Software Center - (USAISSC) ATTN: AMSEL-IES, Stop H-6, 6000, 6th St., Suite S122A, Ft. Belvoir, VA 22060-5576
Point of Contact:	Joanne Pinheiro
Commercial Phone:	(703) 806-4244

          DSN: 365-4244

1.3   DOCUMENT OVERVIEW.

The purpose of this SCOM for TRANSPROC ISM is to provide computer operation and administration personnel with an operational and administrative overview of the TRANSPROC module, procedures for performing system administration tasks and supporting technical information.

1.3.1   Security.

TRANSPROC does not store or process classified data. TRANSPROC data is designated as Unclassified Sensitive-Two '(US-2)' as defined in Army Regulations (AR) 380-19, "Information Systems Security (ISS)," 01 May 1996. This data is *"For Official Use Only (FOUO),"* and prohibits unauthorized disclosure.

       a.   Authorization. Either an explicit official authorization or an implicit authorization derived from official assignments or responsibilities must authorize access to TRANSPROC.

       b.   Disclosure. You must not disclose any personal information contained in TRANSPROC except as authorized by AR 380-19.

1.3.2   Security Guidelines for Using TRANSPROC.

The following guidelines will help users to operate the system in accordance with applicable security provisions.

1.3.2.1   Modifying or Viewing Data.

Only users who have explicit authorization are allowed to enter, modify, delete, or view TRANSPROC data. The System Administrator (SA) administrates the system access using a combination of log-in name, password, and access permissions. Only individuals to whom log-in names and passwords were specifically assigned by the SA shall use them.

       a.   Screens. Adjust Video Display Terminal (VDT) screens so that unauthorized person can not view informational displays.

       b.   Accuracy. Enter or modify data carefully and completely, to avoid storing or transmitting erroneous or incomplete data.

1.3.2.2   Protecting Information Sources.

Safeguard all information input to or generated by the system against unauthorized use, copying, or destruction.

       a.   Documents. Prevent unauthorized individuals from viewing or accessing any documents, such as forms or manual files, by covering them or storing them in secure containers.

       b.   Electronic Media. Label all electronic media, such as tapes or diskettes, and keep them in proper storage containers.

1.3.3   Documentation Conventions.

1.3.3.1   Notational Conventions.

Table 1.3-1 shows the symbols of notational conventions used throughout this manual.

Table 1.3.1. Notational Conventions	
SYMBOL	**MEANING**
<Enter>	Enter or Return key. Control, alternate, or similar keys on the keyboard are

Table 1.3.1. Notational Conventions	
SYMBOL	**MEANING**
	shown this way. Examples: <Alt> <PgDn>
<Ctrl>/<D> <Alt>/<X>	Denotes a combination of a control key and alphanumeric key. Hold the control key and press the specified alphanumeric.
<F1> FUNCTION	Denotes a function key and its screen-labeled function
"message"	Denotes a message displayed on-screen
{prompt}	Denotes a prompt that requires a response
text	Type the text exactly as shown
"text"	Names of files, directories, and other items may be shown in quotes to indicate their exact names

1.3.4   Procedural Conventions.

Every item on every menu has a corresponding number. To select a menu item, press its number followed by <Enter>. Figure 3.4-1Figure 3.4-1 shows the hierarchy of all TRANSPROC menu items. Use this hierarchy of menu item numbers to specify the *menu path*. The menu path for "Add/Change TRANSPROC User" is as follows:

```
Master Menu
+ - - 7.  TRANSPROC Initialization/Administration Menu
¦      + - - 1.  Security Administration Menu
¦      ¦        + - - 1.  Add/Change TRANSPROC User
```

Use Procedure 7,1,1 "(Add/Change TRANSPROC User)" means to select each menu in order, starting from the "Master Menu." Using this system of notation, you can quickly get to the screen needed without having to refer to the Hierarchy Diagram. Simply enter each number (followed by <Enter>) in the order listed.

2   REFERENCED DOCUMENTS

2.1   PROJECT REFERENCES.

The following documents are helpful in understanding and performing the tasks described in this SCOM.

- a. U.S. Army Management Directorate AIS Manual 25-P5B-A26-OSE-FD, "TRANSPROC Functional Description (FD)," 17 December 1993, UNCLAS.

- b. U.S. Army, AISM 25-P5B-A26-AIX-DBDD, "TRANSPROC Database Design Description (DBDD) Manual," UNCLS.

- c. U.S. Army, AISM 25-P5B-A26-AIX-SUM, "TRANSPROC Software User Manual (SUM)," UNCLS.

- d. U.S. Army, AISM 25-P5B-A26-AIX-SIP, "TRANSPROC Software Installation Plan (SIP)," UNCLS.

- e. Hardware Documentation.

    - (1) IBM POWERstation and POWERserver - Diagnostic Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2765-01.

    - (2) IBM Adapters, Devices, and Cable Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2764-01.

    - (3) IBM 7012 Models 300 Series - Installation and Service Guide - Part No. SA23-2624-07.

    - (4) IBM 7012 Models 300 Series - Operator Guide - Part No. SA23-2623-05.

- f. Software Documentation.

    - (1) MS-DOS User's Guide and Reference, Version 5.0/6.22.

    - (2) AIX Version 4.2 Quick Installation and Startup Guide.

    - (3) AIX Version 4.2 Installation Guide - Part No.SC23-2341.

    - (4) AIX Version 4 Getting Started - Part No.GC23-2521.

    - (5) AIX Version 4.2 System User's Guide: Operating System and Devices.

    - (6) AIX Version 4.2 System Management Guide: Operating System and Devices.

    - (7) AIX Version 4.2 Network Installation Management Guide and Reference.

    - (8) AIX Version 4.2, Information for Operation Retrieval/License System (iFOR/LS) System Management Guide.

    - (9) Oracle7^{TM} for AIX-Based Systems Installation and Configuration Guide, Part No.A32105-1.

    - (10) Oracle7^{TM} SQL*Plus User's Guide and Reference, Version 3.1

    - (11) Oracle7^{TM} Server SQL Language Reference Manual, Part Number 778-70-1292.

    - (12) A Technical Introduction to the Oracle Server in the "Oracle7 Server Concepts Manual."

2.2   TERMS AND ABBREVIATIONS.

Section 6 defines the terms, abbreviations, and acronyms unique to this manual.

3 SOFTWARE SUMMARY

3.1 SOFTWARE APPLICATION.

This section summarizes TRANSPROC, including its background, functions performed by the application, communication techniques used, and interfaces to other systems and organizations.

TRANSPROC operates under a Portable Operating System Interface for Computer Environments (POSIX) compliant (or nearly so) Operating System (OS) using an American National Standards Institute-Structured Query Language (ANSI-SQL) Database Management System (DBMS). It was developed under the UNIX OS using the Extended Terminal Interface Prototype (ETIP) Designer Tool kit with the Oracle DBMS in addition to the UNIX tool set. ETIP Designer is used to construct most of the separate programs (software units) that comprise TRANSPROC. These ETIP programs are stand-alone, though they are normally executed via a master program. The master program executes each of the other programs by suspending its own operation and invoking the other program as a subroutine in response to a menu selection. Each program may invoke other programs this way.

TRANSPROC is a multi-user, interactive, menu-driven database system used by authorized military personnel to collect and store information required for effective administration of Transition Processing management, and scheduling.

This ISM shares timely and accurate information with the Installation Level Integrated Database (ILIDB) - a database of shared information common to other ISM. ILIDB-obtained information is verified and, if necessary, updated through TRANSPROC. Information needed for TRANSPROC, which is not part of ILIDB, is manually entered.

3.2 SOFTWARE INVENTORY.

The names, types, and descriptions of the TRANSPROC programs (software units) are listed in Table 3.2.1 below. The type column consists of- S for shell programs, E for Extended Terminal Interface Prototype (ETIP) executable, Q for Embedded Structured Query Language (ESQL) programs (without ETI), A for ADA and C for C programs (without ESQL). See Figure 3.4-1Figure 3.4-1, TRANSPROC Hierarchy Diagram, for an overall view of the ETIP programs.

Table 3.2.1. TRANSPROC Software Units			
File Name	**File Type**	**Run By**	**Description**
.profile	S	login shell	Basic user setup for system
.setupISM	S	.profile	Runs .strtusrISM & transprc_prg
.strtusrISM	S	.setupISM	Set ISM environmental variables
DA31_info_prg	E	info_prg	Input/Update information for DA31 Form
act_duty_prg	E	transprc_prg	Process Reserve/National Guard Soldiers
address_prg	E	info_prg	Input/Update Soldier Addresses
adhoc_prg	E	transprc_prg	Runs Ad Hoc Query Main Menu
admin_prg	E	transprc_prg	Administration of TRANSPROC application
blank_prg	E	transprc_prg	Print Blank forms
custom_prg	E	admin_prg	Customize Orders Information
dd214_prg	E	info_prg	Input/Update Information and print Soldier's DD214 and Worksheet
delete_prg	E	ord_prg	Delete Orders Information

Table 3.2.1. TRANSPROC Software Units			
File Name	**File Type**	**Run By**	**Description**
dispostn_prg	E	info_prg	Perform Records Disposition
docs_prg	E	transprc_prg	Print DD214, DD2656, DA 2339, DA31, DA1506 Functions
ecps_prg	E	transprc_prg	Create/transmit DA Form 5005-R.
font_prg	E	admin_prg	Download fonts to Network printers
info_prg	E	transprc_prg	Process Separation/Retirements
log_prg	E	ord_prg	Log Orders Processing
ord_prg	E	transprc_prg	Create/Edit Orders
query_prg	E	ord_prg	Query Processed Orders
report_prg	E	transprc_prg	Prepare/Print Management Reports
reprint_prg	E	admin_prg	Reprint Archived Soldier Forms
retire_app_prg	E	info_prg	Input/Update Info for DA2339
retire_pay_prg	E	info_prg	Input/Update Info for Retired Pay
sep_custom_prg	E	admin_prg	Customize TRANSPROC Information
serwks_prg	E	info_prg, dd214_prg	Input/Update Soldier Service Time
sold_info_prg	E	info_prg	Input/Update Soldier Information
transprc_prg	E	.setupISM	Master Menu, Peacetime Menu and Archiving Functions

3.2.1   Information Inventory.

3.2.2   Resource Inventory.

Since the software units in the TRANSPROC ISM consist of a single executable and many associated files (often small and insignificant), a complete listing of every file referenced would be inappropriate. Instead, this exhaustive listing of the files that comprise a software unit is included in the TRANSPROC Software Product Specification (SPS) Manual. The numerical majority of files that comprise a software unit contain help messages and other text displayed on the screen when the ETIP program executes. Thus, most of the files do not change as a result of TRANSPROC ISM processing. The exceptions to this include dynamic menu files that can be changed by a user or the ISM administrator. Permanent files created using the TRANSPROC ISM include the Engineering Change Proposal Software (ECP-S) data files. Other data files are created while generating reports and during ISM processing but these are temporary in nature.

The TRANSPROC database contains much of the information referenced, created, and updated by the TRANSPROC ISM. TRANSPROC requires this in order to operate. The ILIDB contains information that is referenced by the TRANSPROC ISM. TRANSPROC cannot create or update information in the ILIDB database. If it is not available, processing can continue.

3.2.2.1   DBMS Files.

The database tables referenced or updated by TRANSPROC are listed in Table 3.2.2 below in alphabetical order. The Subject Area Database (SADB) must contain these tables to operate fully, though it may be possible to continue operation with some tables missing.

Table 3.2.2. TRANSPROC Database Tables			
Database	**Table**	**Database**	**Table**
transprc	act_duty	transprc	act_duty_rank
transprc	act_duty_rtg	transprc	adhoc_svdet
transprc	adhoc_svqry	transprc	adhoc_tbl
transprc	archive_log	transprc	asi_title_lookup
transprc	auth_tbl	transprc	award_badge_lookup
transprc	char_svc_lookup	transprc	da1811
transprc	da2339_addr	transprc	da2339_canned_rmk
transprc	da2339_rem_attr	transprc	da2339_rmk_tx
transprc	max_id	transprc	menu_tbl
transprc	da31	transprc	da31_lv
transprc	dd214_log	transprc	dd214_rem_attr
transprc	dd214_rmk_tx	transprc	dis_lst_tbl
transprc	disab_notify	transprc	draft_data
transprc	dras_91_info	transprc	dras_log
transprc	dras_triggers	transprc	ecps_tbl
transprc	foreign_unit	transprc	form_vers_tbl
transprc	fv_distribution	transprc	fv_instructions
transprc	fv_signature	transprc	highest_grade
transprc	hist_occ_spec	transprc	ind_assoc_mar
transprc	ind_brief_dt	transprc	ind_miss_cd
transprc	ind_ssn	transprc	ind_tele_sys
transprc	instructions_tbl	transprc	last_duty_asgt
transprc	let_ord_tbl	transprc	max_id
transprc	menu_tbl	transprc	mil_ed_info
transprc	mos_aoc_title_lkup	transprc	near_relative
transprc	non_chrg_time_lost	transprc	oconus_svc_oblig
transprc	order_number_tbl	transprc	other_comp
transprc	printer	transprc	printer_default
transprc	query_tbl	transprc	rank_lookup
transprc	records_purge	transprc	reentry_cd_lookup
transprc	res_on_act_duty	transprc	ret_appl
transprc	ret_pay	transprc	ret_pay_add
transprc	ret_payment	transprc	rso_addr
transprc	sadb_ind_assoc	transprc	sbp
transprc	sea_svc	transprc	security

Table 3.2.2. TRANSPROC Database Tables			
Database	**Table**	**Database**	**Table**
transprc	sep_auth	transprc	sep_station
transprc	sepp_statistics	transprc	service_forsea
transprc	service_schools	transprc	service_time
transprc	shipment_contents	transprc	shipment_names
transprc	shipments	transprc	sig_blk
transprc	sigblock_tbl	transprc	signatures
transprc	smr_ath_fed_stt	transprc	sol_rp_fed_stt
transprc	spd_log	transprc	st_addr
transprc	svc_obligations	transprc	svc_prior
transprc	svc_verf_lookup	transprc	svc_verification
transprc	trans_act_lookup	transprc	transfer_activity
transprc	transition	transprc	uid_214_lstdty_uic
transprc	uid_act_duty	transprc	uid_act_duty_rmk
transprc	uid_act_duty_rtg	transprc	uid_da1506_addr
transprc	uid_da2339_addr	transprc	uid_da2339_rmk_tx
transprc	uid_da31	transprc	uid_dd214_lst_crse
transprc	uid_doc_print	transprc	uid_last_ship_num
transprc	uid_shipment_auth	transprc	uid_shipments
transprc	witness_sigblk		

The tables in ILIDB that are referenced by TRANSPROC are listed in Table 3.2.3 below. You can find details about these tables in the ILIDB Database Specification.

Table 3.2.3. ILIDB Database Tables			
Database	**Table**	**Database**	**Table**
ilidb	i_civilian	ilidb	i_cmd_cd_lookup
ilidb	i_cmsnd_occ_spec	ilidb	i_cmsnd_off
ilidb	i_co_aoc_lookup	ilidb	i_co_aoc_master
ilidb	i_enl_mos_lookup	ilidb	i_enl_mos_master
ilidb	i_enc_occ_spec	ilidb	i_enlisted
ilidb	i_id_bad_awards	ilidb	i_ind_address
ilidb	i_ind_appt	ilidb	i_ind_assoc
ilidb	i_ind_assoc_addr	ilidb	i_ind_mil_educ
ilidb	i_ind_pers_test	ilidb	i_ind_phone
ilidb	i_individual	ilidb	i_mil_decn_awards
ilidb	i_mil_educ_clss	ilidb	i_mil_forn_awards

Table 3.2.3. ILIDB Database Tables			
Database	**Table**	**Database**	**Table**
ilidb	i_mil_pers	ilidb	i_mil_pers_asg
ilidb	i_mil_separation	ilidb	i_mil_sfpa
ilidb	i_mil_svc_awards	ilidb	i_nonml_dec_awards
ilidb	i_org_strength	ilidb	i_oversea_asg
ilidb	i_pers_test	ilidb	i_sgli
ilidb	i_soldier_lost_time	ilidb	i_sp_skl_bg_awards
ilidb	i_sponsored_dep	ilidb	i_unit
ilidb	i_unit_auth_str	ilidb	i_unit_awards
ilidb	i_unit_phone	ilidb	i_update_hold
ilidb	i_warr_off	ilidb	i_wo_mos_lookup
ilidb	i_wo_mos_master	ilidb	i_wo_occ_spec
ilidb	i_workcntr_appt	ilidb	i_workcntr_doc
ilidb	i_workcntr_gen_inf	ilidb	i_workcntr_quest
ilidb	i_workcntr_skel	ilidb	

3.2.2.2   Permanent Files.

There are more than 1000 permanent files in the TRANSPROC run-time module. The names and locations of the permanent files referenced created, or updated by TRANSPROC are included in the TRANSPROC Software Product Specifications (SPS) Manual. They are not included here, since the files can not be understood without the detailed information about the ETIP programs that the SPS provides. Most of the files in the TRANSPROC run-time have suffixes that indicate the type of the file. The meanings of some of the suffixes are as follows:

Table 3.2.4. Meanings of Suffixes	
FILE SUFFIX	**TYPE/CONTENTS OF FILE**
txt	Text of a HELP, WARNING, BANNER, or MESSAGE SCREEN
menu	List of choices available with the CHOICES key
sh	Executable "shell" commands
sql	SQL statements

The files contained in the "transprc.exp" subdirectory are not needed at run time. They contain an export of the TRANSPROC database optionally used to load the database during TRANSPROC installation. The "transprc.sql" file contains an SQL script that may be read by the "dbimport" command.

3.2.3   Report Inventory.

All reports produced by TRANSPROC are listed below with the name of the executable that produces the report and the TRANSPROC menu path(s) from the "Master Menu" to the report. For example, the path 4,1,2,1 means that you obtain the report by selecting Item 4 from the "Master Menu," then select item 1; then 2; then 1 from the next three menus. Refer to Figure 3.4-1, TRANSPROC

Hierarchy Diagram, for an overall view of TRANSPROC functions.

To obtain a report, select the report from the menu and enter the criteria specified. You can choose to view some reports on-screen as well as send them directly to a specified printer. A complete listing of the reports created by TRANSPROC is as follows:

Report Title	Menu Path
Physical Disability Report	1,1,3,2
ETS/ESA Loss Report	1,6,1
SBP Election Report	1,6,2
Finance Confirmation Report	1,6,3
Pre-Separate/Pre-Retire Briefing Report	1,6,4
Transition Statistics Report	1,6,5
Tagged/Archived Soldier Information	1,6,6
Transition Totals Report	1,6,7
Early Retirement Eligibility Report	1,6,8
Active Duty Report	1,7,2

3.2.4   Custom Reports.

The ISM "Ad Hoc Query" utility can create Ad hoc (customized) reports. These reports are the output of SQL queries of the "transprc" database. You can construct queries using a menu-driven feature (knowledge of SQL not required) or you can write your own free-form SQL queries. In either case, operation is restricted to queries only; updates or deletes are not allowed. Refer to Section 7 of this manual for more information.

3.3   SOFTWARE ENVIRONMENT.

The TRANSPROC ISM runs on any UNIX System V platform against a Structured Query Language (SQL)-compliant Relational Database Management System (RDBMS). Terminals may consist of any American National Standards Institute (ANSI) 3.64 type or a PC with a similar emulation program. Printers, modems, and other peripherals will be site specific. To successfully execute TRANSPROC, the system environment should consist of the hardware, software, and utilities designated in paragraphs 3.3.1 and 3.3.2.

NOTE: This ISM application is not dependent upon any one particular model of computer. The hardware described in the following paragraphs is one of the configurations possible for operating the TRANSPROC application.

3.3.1   Hardware Required.

Hardware configurations required to support TRANSPROC include:

    a.   <u>Computer</u>. IBM RISC 6000 System - Model 7012-300 series.

    b.   <u>Local Computer Workstation</u>. 386/486 class personal computer, a keyboard, a monitor, power strip/surge suppresser, communications interface.

    c.   <u>Printers</u>. For reports high-resolution dot-matrix impact printer, with RS-232 serial communications interface, and 132 column wide format.

3.3.2   Software Required.

The software required to run TRANSPROC ISM includes:

    a.   <u>Operating System (OS)</u>. AIX OS Version 4.2 Installation Guide. The operating system supervises the work of the computer and provides software utilities.

    b.   <u>RDBMS</u>. ANSI SQL-compliant Relational database management system (such as Oracle7^{TM} for AIX-Based Systems). The database is a collection of data, information about indexes, and system catalogs that describe the structure of the database.

    c.   <u>ISM Application</u>. This is the TRANSPROC application software and is used in host mode.

    d.   <u>Local Operating System</u>. MS-DOS 5.0/6.22 disk operating system. This operating system controls the work of the local installation computer and provides local mode, software utilities.

    e.   <u>Local Communication Software</u>. Various types of communications protocol software may be used, depending on your installation configuration. This software formats and arranges data for transmission and controls the transfer of data between computers.

3.3.3 Database/Data Bank Characteristics.

TRANSPROC is designed using a RDBMS that will:

    a.   Allow installation-unique tables and attributes.

    b.   Provide integration with other portions of the installation, central data repository previously developed.

    c.   Use data elements standardized IAW AR 25-9.

The data elements used for TRANSPROC are identified from the FD, the Structured Requirements Analysis Planning (STRAP) reports, the STRAP key-based data model, the Joint Application Development sessions, and the Prototyping sessions. Other sources include existing databases, reports, forms, user manuals, and other data stores maintained by the functional organization. These data elements are fully defined in the Army Data Dictionary (ADD)/Automated Dictionary Support System (ADSS).

The data elements for TRANSPROC are integrated into a multifunctional database as part of the ISM-wide data architecture. By accessing this data architecture, each function within has a view of its data. This view will consist of multiple data elements that are contained in a row of one or more tables. Estimates of table and row sizes for the SBIS-wide data architecture are presented in the Database Design Description (DBDD) Manual.

3.3.4 Major Application Components.

TRANSPROC contains the following major components:

    a.   <u>Communication Paths and Techniques</u>. The ITP structure, which consists of the following, supports ISM communications:

        (1)   Host computers located at Army Network and Systems Operations Center (ANSOC) sites.

        (2)   Communications hardware and software to support local and long-haul connectivity.

        (3)   User workstations located at Army installations.

        (4)   Remote network and systems management tools located at the Army Network and Systems Operator Center (ANSOC).

The host computers at the ANSOC provide ISM application processing and ISM application databases for their client users, who gain access through workstations.

T1 circuits and fractional T1 bandwidth are provided for long-haul communications between the ANSOC and the installations. Bandwidth is provided through the DOD, Defense Information System Network (DISN) when spare capacity is available. When

new service is required, it will be provided by the Defense Commercial Telecommunications Network (DCTN) or by the Federal Telecommunications System (FTS) 2000 contracts.

The ITP at the installation includes intra-building Local Area Networks (LANs) and inter-building communications. Installations connect to long-haul communications via a router, which also attaches the Installation Information Transport System (IITS), which is connected to a hub in the user buildings. Building LANs consist of workstations and printers connected via 10BaseT intelligent hubs. In some areas, workstations will communicate via modem to an installation hub, which will interface to a router for long-haul communications.

TRANSPROC communicates between PC workstations and a local host either via an EIA RS-232-C serial connection or through an Ethernet LAN. Procomm terminal emulation software is used with the "VT100" emulation set and ISM host terminal type, set to "VTPC-C" for color monitors and "VTPC-M" for monochrome monitors. The baud rate, parity, and number of stop bits should match those of the ISM host. You can also use Telnet.

Typical configuration examples:

Serial connection using terminal emulation software with an IBM compatible PC. The PC hardware required is a serial port (COM1 or COM2 only). The software required is DOS 5.0 or higher and Procomm 2.4.2. Using Procomm, the following options should be set in the Terminal Setup section (accessed by pressing <Alt/S> on the keyboard. The other settings in this section are irrelevant.

```
    Settings:
    Terminal Type: VT100
    Duplex        : FULL
    Line Wrap     : OFF
    Scroll        : ON
```

The following options should be set in the Line Parameters section (accessed by pressing <Alt/P> on the keyboard). All of these settings should match the particular PC hardware and ISM host configuration that you have. Parameters that are likely to vary are indicated with an "*."

```
    Port          : COM1*
    Baud rate     : 2400*
    Parity        : SPACE*
    Data Bits     : 7
    Stop Bits     : 1
```

The TERM variable on the ISM host should be set to "VTPC-C" or "VTPC-M" for use with this configuration.

TCP/IP LAN connection using National Center for Super-computing Applications (NCSA) Telnet with a network interface card (NIC) in an IBM compatible PC. The PC hardware required is a 3COM 3C503 Ethernet NIC in addition to the PC. The NIC should be configured for "thinnet" (thin coaxial cable) and for memory mapped I/O by setting the jumpers as indicated for the card. Except for this change, use the factory default settings.

The software required for the AT is:

```
    DOS 5.0/6.0          Operating System
    SMC/pkt8000.com      packet driver
```

TELBIN.EXE	CUTCP/CUTE program (NCSA Telnet)
netstart.bat	described below
telnet.bat	described below
config.tel	configuration file
vtpc-c.tbl	keymapping file for vtpc-c terminal type

The autoexec.bat file on the PC should be modified to run the program SMC/ pkt8000.com via a batch file called netstart.bat. This loads the packet driver that communicates between the NIC and the telnet software with its correct configuration. The configuration is supplied as arguments to 3C503 and are, in order from left to right, 0x7e (Software interrupt number), 2 (Interrupt level number), 0x300 (shared memory address) and 1 (use thinnet adaptor). Since pkt8000 is a small (3K) TSR it can remain loaded all the time, even when not needed. The setting of the PATH variable should include the directory where the telbin.exe program is located along with the configuration and key-mapping files.

The telnet.bat file should change directory to this directory and then run the telbin.exe program passing the argument supplied to telnet.bat. This is the name of the ISM host as described in the config.tel file.

Various settings in the config.tel file depend on the LAN configuration. The name and IP address of the PC workstation must be determined in consultation with the LAN administrator to avoid conflict with other devices on the LAN. In addition, at a minimum, the name(s) of the ISM host and its IP address must be set in the config.tel file.

In the following sample config.tel file, the variables marked with "*" should be set to particular values based on your PC/LAN/ISM host configuration. Other variables are optional and may be set according to preference. Text after a '#' is commentary. See the NCSA documentation for details.

myname=myname	# PC's LAN name; unique to LAN
myip=192.108.181.200	# PC IP address; unique to LAN
name=default	
keymap= "VTPC-C.tbl"	# sets default keymap
name=ISMHOST	# ISM host's LAN name
hostip=192.108.181.72	# ISM host's IP address

Additional pairs of lines like the last two may follow to indicate the LAN names and IP addresses of other hosts on the LAN. The TERM variable on the LAN hosts should be set to vtpc-c when using this configuration with the vtpc-c.tbl key-mapping file selected.

Note: The IP address and names given above are examples only. Determine the correct values for your LAN in consultation with the LAN administrator.

To connect to the ISM host using the LAN, invoke the telnet.bat file with the name of the ISM host as an argument.

State-of-the-art, digital cellular communication is used where data links are critical.

c.   Source Data Entry. Redundant data entry is eliminated. Basic information is captured at the source using automated source data technology, such as bar coding and laser scanning.

d.   Accuracy and Completeness. Reducing the need for redundant data entry and implementing software edit checks will improve the accuracy and completeness of data. Read and write/update access control measures will also lower the error rate.

e.   Better Utilization of Staff. Automation of data collection and report generating functions reduce the administrative burdens. In some instances, manual tasks are eliminated, entirely.

f.   Timeliness.   On-line access to centralized databases and electronic data transfer capabilities improves the timeliness of data.

g.   Management Oversight. Operational data are instantly available to all users at every level authorized to have access. Ad hoc query and report capabilities are provided, as well as standard, user-defined reports.

h.   Graphics. Graphics are used to summarize statistical data (i.e., pie charts, bar charts).

3.3.5   System Interfaces.

TRANSPROC references data stored in the ILIDB, which contains a subset of data from the Standard Installation/Division Personnel System (SIDPERS) database. Data contained in the ILIDB is reconciled with data from both SIDPERS and the Subject Area Database (SADB) periodically.

TRANSPROC application will directly interface with STAMIS, ISM, and other stovepipe systems such as SIDPERS and the ILIDB. These interfaces may be done as direct connect electronic record transfer. For systems that have restricted electronic connectivity capabilities, magnetic media data transfers may be used.

Connectivity to STAMIS, ISM, and stovepipes on or outside the installation is currently accomplished via SNA networks, the NIPERnet, LANs, or asynchronous/synchronous communication lines. Most installations have one network gateway to a major SNA network or to the NIPERnet. Some installations have both.

The TRANSPROC will consider both connectivity paths with combinations of SNA 3270 emulation and file transfer or, in case of circuit unavailability, manual transfer of data via magnetic media. Use of any of these methods permits "upload/download" of data from STAMIS to the shared data file and to TRANSPROC data tables. Use of any existing network gateway may be considered until hardware and software supporting an open system environment (OSE) is installed.

3.3.6   Organizational Input/Output

Transition processing centers provide the required input and receive output from the system.

3.4   SOFTWARE ORGANIZATION AND OVERVIEW OF OPERATION.

TRANSPROC operates under a Portable Operating System Interface for Computer Environments (POSIX) compliant (or nearly so) operating system (OS) using an American National Standards Institute-Structured Query Language (ANSI-SQL) Database Management System (DBMS). It was developed under the UNIX OS using the Extended Terminal Interface Prototype (ETIP) Designer Toolkit with the oracle DBMS and the UNIX toolset.

ETIP Designer is used to construct most of the separate programs (software units) that comprise TRANSPROC. These ETIP programs are stand-alone, though they are normally executed via a master program. The master program executes each other program by suspending its own operation and invoking the other program as a subroutine in response to a menu selection. Each program may invoke other programs this way.

Some programs are written without ETIP and they may include Embedded Structured Query Language (ESQL) statements. Some of these are referenced within the ETIP based programs. TRANSPROC is written in C. Refer to Section 3.2, Software Inventory Software Inventory., for details.

The TRANSPROC programs communicate by shared access to the "transprc" database. The database tables accessible by TRANSPROC are listed in Section 3.2.2.1. TRANSPROC also

references various tables in the ILIDB. The TRANSPROC Database Design Specification (DBDD) manual (AISM 25-P5B-A26-AIX-DBDD) contains more details about the database.

Figure 3.4-1Figure 3.4-1, TRANSPROC Hierarchy Diagram, indicates the organization of the TRANSPROC menus and shows branch points from the main program, (transprc_prg), to any other TRANSPROC programs.   Branch points are indicated by an "=" next to an entry. Subsequent processing of lower branches is done by the TRANSPROC program shown at the right of the "→" unless and until another program branch appears. An "*" next to an entry indicates that the selection is not implemented. An "+" indicates that it is discussed in detail in this manual. Unmarked entries are discussed in the TRANSPROC SUM.

```
Menu or Screen Name                                                                    Executable
Master Menu                                                                      ==> transprc_prg
+--1. =Peacetime Menu                                                            ==> transprc_prg
¦    +--1. =Separation Processing Menu                                            ==> info_prg
¦    ¦    +--1.  Transition Menu
¦    ¦    ¦    +--1. =Soldier Information                                         ==> sold_info_prg
¦    ¦    ¦    +--2. =DD Form 214 Information                                     ==> dd214_prg
¦    ¦    ¦    ¦    +--1.  DD Form 214 Specific Information
¦    ¦    ¦    ¦    +--2.  MOS Information
¦    ¦    ¦    ¦    +--3. =Service Time Worksheet                                 ==> serwks_prg
¦    ¦    ¦    ¦    +--4.  Badges & Tabs, Awards & Decorations
¦    ¦    ¦    ¦    +--5.  Military Education Information
¦    ¦    ¦    ¦    +--6.  DD Form 214 Remarks Information
¦    ¦    ¦    ¦    +--7.  Print DD Form 214 or Worksheet
¦    ¦    ¦    ¦    ¦    +--1. =Print DD Form 214                                 ==> docs_prg
¦    ¦    ¦    ¦    ¦    +--2.  Print Worksheet
¦    ¦    ¦    ¦    ¦    +--3.  Print Blank Worksheet
¦    ¦    ¦    ¦    ¦    +--99.  Return to Master Menu
¦    ¦    ¦    ¦    ¦
¦    ¦    ¦    ¦    +--99.  Return to Master Menu
¦    ¦    ¦    ¦
¦    ¦    ¦    +--3. =Service Time Worksheet                                     ==> serwks_prg
¦    ¦    ¦    +--4. =DA Form 31 Information                                   ==> DA31_info_prg
¦    ¦    ¦    +--5. =Soldier Address Information                                ==> address_prg
¦    ¦    ¦    ¦    +--1.  Correspondence Address
¦    ¦    ¦    ¦    +--2.  Current Address
¦    ¦    ¦    ¦    +--3.  Home Of Record Address
¦    ¦    ¦    ¦    +--4.  Nearest Relative Address
¦    ¦    ¦    ¦    +--5.  Residence Address
¦    ¦    ¦    ¦    +--6.  Separation/Retirement Address
¦    ¦    ¦    ¦    +--7.  Transition Leave Address
¦    ¦    ¦    ¦    +--99.  Return to Master Menu
¦    ¦    ¦    ¦
¦    ¦    ¦    +--6.  Transition Information
¦    ¦    ¦    + - - 7.  ASVAB/PULHES Information
¦    ¦    ¦    +--8.  Batch Update Pre-Separation Briefing Attendance
¦    ¦    ¦    +--9. =Disposition of Records (DA Form 200)                       ==> dispostn_prg
¦    ¦    ¦    ¦    +--1.  Prepare Transmittal
¦    ¦    ¦    ¦    +--2.  Print Mailing Labels Menu
¦    ¦    ¦    ¦    ¦    +--1.  Print Mailing Labels for Shipment
¦    ¦    ¦    ¦    ¦    +--2.  Batch Print Mailing Labels for Shipment
¦    ¦    ¦    ¦    ¦    +--3.  Print Mailing Labels for Soldier – List
¦    ¦    ¦    ¦    ¦    +--4.  Print Mailing Labels for Soldier – Query
¦    ¦    ¦    ¦    ¦    +--5.  Print Free-Form Mailing Labels
¦    ¦    ¦    ¦    ¦    +--99.  Return to Master Menu
¦    ¦    ¦    ¦    ¦
¦    ¦    ¦    ¦    +--3.  Query/Retrieve Soldier Shipment Record
¦    ¦    ¦    ¦    +--4.  Query/Modify Transmittal Information
¦    ¦    ¦    ¦    +--5.  Report of Records Not Sent
¦    ¦    ¦    ¦    +--6. =Print Blank DA Form 200                                ==> blank_prg
¦    ¦    ¦    ¦    +--99.  Return to Master Menu
¦    ¦    ¦    ¦
¦    ¦    ¦    +--99.  Return to Master Menu
¦    ¦    ¦
¦    ¦    +--2.  Retirement Menu
¦    ¦    ¦    +--1.  Soldier Information
```

Figure 3.4-1. TRANSPROC Hierarchy Diagram

```
Menu or Screen Name                                                                    Executable
M         1         1         2
¦    ¦    ¦    +--2. =Service Time Worksheet                                      ==> serwks_prg
¦    ¦    ¦    +--3. =Retirement Application Information                        ==> retire_app_prg
```

```
¦   ¦   ¦   +--4.  Retired Pay Addendum Information
¦   ¦   ¦   +--5. =Retired Pay Information                                              ==> retire_pay_prg
¦   ¦   ¦   +--6.  SBP Information Menu
¦   ¦   ¦       ¦   +--1.  DD Form 2656 Specific Information
¦   ¦   ¦       ¦   +--2.  DD Form 2656-1 Specific Information
¦   ¦   ¦       ¦   +--3.  Add/Change Family Member Information
¦   ¦   ¦       ¦   +--4.  Delete Family Member Information
¦   ¦   ¦       ¦   +--5.  Trigger SBP Transmittal to DRAS
¦   ¦   ¦       ¦   +--6.  Print SBP Forms
¦   ¦   ¦       ¦   +--99.  Return to Master Menu
¦   ¦   ¦       ¦
¦   ¦   ¦   +--7.  Batch Update Pre-Retirement Briefing Attendance
¦   ¦   ¦   +--8.  DA Form 31 Information
¦   ¦   ¦   +--9.  Soldier Address Information
¦   ¦   ¦       +--1.  Correspondence Address
¦   ¦   ¦       +--2.  Current Address
¦   ¦   ¦       +--3.  Home Of Record Address
¦   ¦   ¦       +--4.  Nearest Relative Address
¦   ¦   ¦       +--5.  Residence Address
¦   ¦   ¦       +--6.  Separation/Retirement Address
¦   ¦   ¦       +--7.  Transition Leave Address
¦   ¦   ¦       +--99.  Return to Master Menu
¦   ¦   ¦
¦   ¦   +--3.  Physical Disability Menu
¦   ¦       +--1.  View/Print PDB Soldier Information
¦   ¦       +--2.  View Notification/Recall Report
¦   ¦       +--3.  Print Notification/Recall Report
¦   ¦       +--4.  Acknowledge Recall of Soldier
¦   ¦       + - - 99.  Return to Master Menu
¦   ¦
¦   +--2.  Documents Menu
¦   ¦   +--1. =Print Documents for a Soldier                                           ==> docs_prg
¦   ¦   ¦   +--1.  DD Form 214   (Certification of Release or Discharge from Active Duty
¦   ¦   ¦   +--2.  DD Form 214WS (DD Form 214 Worksheet)
¦   ¦   ¦   +--3.  DD Form 2656  (Data for Payment of Retired Army Personnel)
¦   ¦   ¦   +--4.  DA Form 31    (Request and Authority for Leave)
¦   ¦   ¦   + - -5.  DA Form 1506  (Statement of Service)
¦   ¦   ¦   +--6.  DD Form 2339  (Application for Voluntary Retirement)
¦   ¦   ¦
¦   ¦   +--2.  Batch Print Documents
¦   ¦   +--3.  Print Certificates for a Soldier
¦   ¦       +--1.  Certificate of Appreciation
¦   ¦       +--2.  Certificate of Retirement
¦   ¦       +--3.  Department of the Army Certificate of Appreciation
¦   ¦       +--4.  General Discharge
¦   ¦       +--5.  Honorable Discharge
¦   ¦       +--99.  Return to Master Menu
¦   ¦
¦   +--3. =Orders Menu                                                                 ==> ord_prg
¦   ¦   +--1.  Issue Orders
¦   ¦   +--2.  Edit/Reprint Orders
¦   ¦   +--3. =Query Orders Menu                                                        ==> query_prg
¦   ¦   ¦   +--1.  Query Orders by Order Date
¦   ¦   ¦   +--2.  Query Orders by Format
```

Figure 3.4-1. TRANSPROC Hierarchy Diagram – *Continued*

```
Menu or Screen Name
M       1       3       3
¦       ¦       ¦   +--3.  Query Orders by SSN
¦       ¦       ¦   +--99.  Return to Master Menu
¦       ¦       ¦
¦       ¦   +--4. =Orders Log                                                          ==> log_prg
¦       ¦   +--5. =Delete Orders                                                       ==> delete_prg
¦       ¦   +--6. =Soldier Information                                                 ==>
¦       ¦   +--99.  Return to Master Menu
¦       ¦
```

```
¦    +--4.  SIDPERS Transaction Menu
¦    +--5.  Telnet DRAS Session
¦    +--6. =Reports Menu                                                     ==> report_prg
¦    ¦    +--1.  ETS/ESA Loss Report
¦    ¦    +--2.  SBP Election Report
¦    ¦    +--3.  Finance Confirmation Report
¦    ¦    +--4.  Pre-Separate/Pre-Retire Briefing Report
¦    ¦    +--5.  Transition Statistics Report
¦    ¦    +--6.  Tagged/Archived Soldier Information
¦    ¦    +--7.  Transition Totals Report
¦    ¦    +--8.  Early Retirement Eligibility Report
¦    ¦    +--99.  Return to Master Menu
¦    ¦
¦    +--7. =Reserve/National Guard Active Duty Menu                          ==> act_duty_prg
¦    ¦    +--1.  Active Duty Report Information
¦    ¦    +--2.  Print Active Duty Report
¦    ¦    +--99.  Return to Master Menu
¦    ¦
¦    +--8. =Ad Hoc Query Menu                                                ==> adhoc_prg
¦         +--1.  Create a Basic Ad Hoc Query
¦         +--2.  Create an Advanced Ad Hoc Query
¦         +--3.  Change a Saved Ad Hoc Query
¦         +--4.  Delete Ad Hoc Queries
¦         +--5.  View/Print Saved Ad Hoc Query Results
¦         +--6.  View Saved Ad Hoc Query Statements
¦         +--99.  Return to Master Menu
¦
+--2. *Transition to War Menu
+--3. *Wartime Menu
+--4. *Demobilization Menu
+--5. +Customer Assistance Menu
¦    +--1.  Telephonic
¦    +--2. *Message
¦    +--3. =Problem Report                                                   ==> ecps_prg
¦    ¦    +--1.  Add/Change Problem Report/ESP_S
¦    ¦    +--2.  View Problem Report/ESP_S
¦    ¦    +--3.  Delete Problem Report/ESP_S
¦    ¦    +--4.  Submit Problem Report/ESP_S
¦    ¦
¦    +--4.  ISM Data Sheet
¦
+--6.+=Problem Reports/ECP-S Submission Menu                                 ==> ecps_prg
¦    +--1.  Add/Change Problem Report/ESP_S
¦    +--2.  View Problem Report/ESP_S
¦    +--3.  Delete Problem Report/ESP_S
¦    +--4.  Submit Problem Report/ESP_S
¦
+--7.=+TRANSPROC Initialization/Admin Menu                                   ==> admin_prg
¦    +--1.  Transition/Retirement Administration Menu
¦    ¦    +--1. =Customize Data Menu                                         ==> sep_custom_prg
```

Figure 3.4-1. TRANSPROC Hierarchy Diagram – *Continued*

```
Menu or Screen Name
M       7       1       1
¦       ¦       ¦       +--1.  Badges, Tabs, Awards and Decorations Administration Menu
¦       ¦       ¦       ¦    +--1.  Add/Change Badges, Tabs, Awards and Decorations
¦       ¦       ¦       ¦    +--2.  Delete Badges, Tabs, Awards and Decorations
¦       ¦       ¦       ¦    +--99.  Return to Master Menu
¦       ¦       ¦       ¦
¦       ¦       ¦       +--2.  Character of Service Administration Menu
¦       ¦       ¦       ¦    +--1.  Add/Change Character of Service
¦       ¦       ¦       ¦    +--2.  Delete Character of Service
¦       ¦       ¦       ¦    +--99.  Return to Master Menu
¦       ¦       ¦       ¦
¦       ¦       ¦       +--3.  Historical MOS Code Administration Menu
¦       ¦       ¦       ¦    +--1.  Add/Change Historical MOS Code
¦       ¦       ¦       ¦    +--2.  Delete Historical MOS Code
```

```
|   |   |   |         +--99.  Return to Master Menu
|   |   |   |
|   |   |   +--4.  MILPO Code Administration Menu
|   |   |   |    +--1.  Add MILPO Code
|   |   |   |    +--2.  Delete MILPO Code
|   |   |   |    +--99.  Return to Master Menu
|   |   |   |
|   |   |   +--5.  Reentry Code Administration Menu
|   |   |   |    +--1.  Add Reentry Code
|   |   |   |    +--2.  Delete Reentry Code
|   |   |   |    +--99.  Return to Master Menu
|   |   |   |
|   |   |   +--6.  Retirement Services Office Address
|   |   |   +--7.  Routing Addresses for Transmittals Administration Menu
|   |   |   |    +--1.  Department of Labor
|   |   |   |    +--2.  Enlisted Records and Evaluation Center (EREC)
|   |   |   |    +--3.  Personnel Command (PERSCOM)
|   |   |   |    + - - 4.  Department of Veterans Affairs
|   |   |   |    +--5.  Department of Veterans Affairs Regional Office
|   |   |   |    +--6.  Department of Veterans Affairs Service Medical Record Center
|   |   |   |    +--7.  Department of Veterans Affairs State Office Admin Menu
|   |   |   |    |    +--1.  Add/Change VA State Office
|   |   |   |    |    +--2.  Delete VA State Office
|   |   |   |    |    + - - 99.  Return to Master Menu
|   |   |   |    |
|   |   |   |    +--8.  State/Territory Adjutant General Office Administration Menu
|   |   |   |    |    +--1.  Add/Change State/Territory AG Office
|   |   |   |    |    +--2.  Delete State/Territory AG Office
|   |   |   |    |    +--99.  Return to Master Menu
|   |   |   |    |
|   |   |   |    +--99.  Return to Master Menu
|   |   |   |
|   |   |   +--8.  Service Verification Administration Menu
|   |   |   |    +--1.  Add/Change Service Verification
|   |   |   |    +--2.  Delete Service Verification
|   |   |   |    +--99.  Return to Master Menu
|   |   |   |
|   |   |   +--9.  Signature Block Maintenance Menu
|   |   |   |    +--1.  Add/Change Signature Block
|   |   |   |    + - - 2.  D elete Signature Block
|   |   |   |    +--99.  Return to Master Menu
|   |   |   |
|   |   |   +--10. Station Where Separated
|   |   |   +--11. Transfer Activity Administration Menu
|   |   |   |    +--1.  Add/Change Transfer Activity
```

Figure 3.4-1. TRANSPROC Hierarchy Diagram - *Continued*

```
Menu or Screen Name
M       7       1       1       11
|       |       |       |       +--2.  Delete Transfer Activity
|       |       |       |       +--99.  Return to Master Menu
|       |       |       |
|       |       |       +--12. Type of Separation Administration Menu
|       |       |       |    +--1.  Add/Change Type of Separation
|       |       |       |    +--2.  Delete Type of Separation
|       |       |       |    +--99.  Return to Master Menu
|       |       |       |
|       |       |       +--13. Rank Code Administration Menu
|       |       |       |    +--1.  Add/Change Rank Code
|       |       |       |    +--2.  Delete Rank Code
|       |       |       |    +--99.  Return to Master Menu
|       |       |       |
|       |       |       +--14. Witness Signature Block Administration Menu
|       |       |       |    +--1.  Add/Change Witness Signature Blocks
|       |       |       |    +--2.  Delete Witness Signature Blocks
|       |       |       |    +--99.  Return to Master Menu
|       |       |       |
```

```
¦    ¦    ¦    +--15. Command Code Menu
¦    ¦    ¦    ¦    +--1. Add/Change MACOM Data
¦    ¦    ¦    ¦    +--2. Delete MACOM Data
¦    ¦    ¦    ¦    +--99. Return to Master Menu
¦    ¦    ¦    ¦
¦    ¦    ¦    +--16. ASI Title Lookup Administration Menu
¦    ¦    ¦    ¦    +--1. Add/Change ASI Title
¦    ¦    ¦    ¦    +--2. Delete ASI Title
¦    ¦    ¦    ¦    +--99. Return to Master Menu
¦    ¦    ¦    ¦
¦    ¦    ¦    +--17. Service School Administration Menu
¦    ¦    ¦    ¦    +--1. Add/Change Service School
¦    ¦    ¦    ¦    +--2. Delete Service School
¦    ¦    ¦    ¦    +--99. Return to Master Menu
¦    ¦    ¦    ¦
¦    ¦    ¦    +--99. Return to Master Menu
¦    ¦    ¦
¦    ¦    +--2. Change Soldier's SSN
¦    ¦    +--3. Un-Tag a Soldier's Record
¦    ¦    +--4. =Reprint Archived Soldier Forms                    ==> reprint_prg
¦    ¦    +--5. Administrative Reports Menu
¦    ¦    ¦    +--1. SPD Entry/Change Log
¦    ¦    ¦    +--2. DD Form 214 Print Log
¦    ¦    ¦    +--99. Return to Master Menu
¦    ¦    ¦
¦    ¦    +--6. Records Purge Administration
¦    ¦    +--99. Return to Master Menu
¦    ¦
¦    +--2. =Customize Orders Data Menu                             ==> custom_prg
¦    ¦    +--1. Allocate Orders Sequence Numbers
¦    ¦    +--2. Additional Instructions Menu
¦    ¦    ¦    +--1. Add/Change Additional Instructions
¦    ¦    ¦    +--2. Delete Additional Instructions
¦    ¦    ¦    +--99. Return to Master Menu
¦    ¦    ¦
¦    ¦    +--3. Signature Blocks Maintenance Menu
¦    ¦    ¦    +--1. Add/Change Signature Block Menu
¦    ¦    ¦    +--2. Delete Signature Block
¦    ¦    ¦    +--99. Return to Master Menu
¦    ¦    ¦
```

Figure 3.4-1. TRANSPROC Hierarchy Diagram - *Continued*

```
Menu or Screen Name
M       7       2
¦       ¦       +--4. Distribution Lists Menu
¦       ¦       ¦    +--1. Add/Change Distribution List Menu
¦       ¦       ¦    +--2. Delete Distribution List
¦       ¦       ¦    +--99. Return to Master Menu
¦       ¦       ¦
¦       ¦       +--5. Format Versions Menu
¦       ¦       ¦    +--1. Add/Change Format Versions Menu
¦       ¦       ¦    +--2. Delete Format Versions Menu
¦       ¦       ¦    +--99. Return to Master Menu
¦       ¦       ¦
¦       ¦       +--6. Orders Heading Maintenance Menu
¦       ¦       ¦    +--1. Add/Change Orders Heading Information
¦       ¦       ¦    +--2. Delete Orders Heading Information
¦       ¦       ¦    +--99. Return to Master Menu
¦       ¦       ¦
¦       ¦       +--99. Return to Master Menu
¦       ¦
¦       +--3. Security Administration Menu
¦       ¦    +--1. Add/Change TRANSPRC User
¦       ¦    +--2. Delete TRANSPRC User
¦       ¦    +--3. Add Alternate Administrator
¦       ¦    +--4. Delete Alternate Administrator
```

```
¦      ¦      +--5.  Grant Permission to Print Documents
¦      ¦      +--6.  Grant Permission to Print Certificates
¦      ¦             +--1.  Certificate of Appreciation
¦      ¦             +--2.  Certificate of Retirement
¦      ¦             +--3.  Department of the Army Certificate of Appreciation
¦      ¦             +--4.  General Discharge
¦      ¦             +--5.  Honorable Discharge
¦      ¦             +--99.  Return to Master Menu
¦      ¦
¦   +--4.  Peripheral Administration Menu
¦      ¦      +--1.  Add/Change Application Printers
¦      ¦      +--2.  Delete Application Printers
¦      ¦      +--99.  Return to Master Menu
¦      ¦
¦   +--5.  Setup Installation-Specific Applications Menu
¦      ¦      +--1.  Add/Change Menu Entries
¦      ¦      +--2.  Delete Menu Entries
¦      ¦      +--99.  Return to Master Menu
¦      ¦
¦   +--6.  Ad Hoc Query Administration
¦      ¦      +--1.  Select Elements to Show
¦      ¦      +--2.  Add/Change Element Comments
¦      ¦      +--99.  Return to Master Menu
¦      ¦
¦   +--7. =SPD Code/Separation Authority Administration Menu            ==> info_prg
¦      ¦      +--1.  Add/Change SPD Code/Separation Authority
¦      ¦      +--2.  Delete SPD Code/Separation Authority
¦      ¦      +--99.  Return to Master Menu
¦      ¦
¦   +--8. =Load Laser Fonts                                            ==> font_prg
¦   +--9. =Print Blank Laser Forms                                     ==> blank_prg
¦   +--99.  Return to Master Menu
¦
+--8.  Installation-Specific Applications Menu
```

Figure 3.4-1. TRANSPROC Hierarchy Diagram - *Continued*

```
Menu or Screen Name
M
+--9. *View Documentation/Regulations Menu
      +--1.  View Governing Regulations (Primary)
      +--2.  View End User Manual (EM)
      +--3.  View Implementation Procedures (IP)
      +--4.  View Maintenance Manual (MM)
      +--5.  View ISMIS
      +--6.  View Configuration Control Manual (CCM)
      +--7.  View Functional Description (FD)
```

Figure 3.4-1. TRANSPROC Hierarchy Diagram – *Continued*

3.4.1   Controls.

Through the "TRANSPROC Initialization/Administration Menu" the TRANSPROC Administrator controls which user LOGIN ID's have access to the specific TRANSPROC functions. The installation Directorate of Information Management (DOIM) and installation level SAFP for TRANSPROC have established ISM controls to ensure the proper use of the ISM in support of the overall mission.

The SA at the ANSOC is responsible for supervisory controls, including system identification and security, user services, disk management, file system administration, performance management, and interaction with operating system controls.

3.5   CONTINGENCIES AND ALTERNATE STATES AND MODES OF OPERATION.

There is no difference in the operation of this ISM during peacetime, war, or conditions of alert. During

any emergency condition, you must know how to safeguard against loss of information. This section outlines methods used for saving and restoring data, implementing manual procedures, substituting equipment, and operating in degraded mode.

CAUTION: In case of system failures, or "crashes," and other abnormal shutdowns of the ANSOC computer or workstation, contact the SA or DOIM before continuing operation.

3.5.1   Failure Contingencies.

TRANSPROC requires three types of failure contingency safeguards in the event of user error or hardware/software failure:

- Back up
- Fall back
- Degraded modes of operation

3.5.1.1   Backup.

Backups are copies (archives) of computer files that are made to preserve existing work. Failed systems that have not been backed up may be impossible to recover. System recovery can require one or more of the following:

    a.   Program Backup. Use this backup to restore the latest version of the ISM application software and is separate from the database.

    b.   Data Backup. Use this backup to restore the database to a point as it existed immediately before a failure and comes from three sources:

        (1)   Transaction Buffer. Work that is currently in progress is placed into a temporary transaction buffer. If the RDBMS crashes, this temporary buffer will be restored after the system is restarted. Both storage and recovery of transaction buffers are performed automatically by the RDBMS.

        (2)   Transaction Log. A record of all completed transactions is automatically written to a transaction log. This log is written onto external or removable media and used to roll back transactions, restore databases from archives and recover from system failures. Transactions that are incomplete at the time of failure will be permanently lost.

        (3)   Database Backup. This is a copy of the entire database, which is made on a daily basis, and which is used to recover a database that has been completely destroyed.

    c.   Electrical Power Backup. In case power to the computer is suddenly lost, an un-interruptible power system (UPS) will automatically provide between 20 and 30 minutes of continuous power to the system. This prevents the computer from shutting down in the middle of saving files.

Backup requirements are those, necessary to ensure continued achievement of system functions. There are two primary types of system backup:

    a.   Automatic Backup. The system automatically saves work entered into system memory to a restorable temporary file. The purpose is to save on-going work from loss, in case of an abnormal system shutdown. On restart of the system, the user is informed that a temporary file exists from a previous abnormally ended session, and it can be queried on whether or not the system should restore the files.

    b.   Routine Backup. The system does routine periodic backups. The backup of data

tables that were changed during the day is backed up to external or removable media during the end-of-day functions. The system keeps track of the time lapse between backups and notifies the user if a (table-driven) period of time has been exceeded without performing a backup. For example, if the end-of-day routine requires a backup of certain data tables and the system detects that no backup function has been performed during a 24-hour period, the SA is notified and told to perform the backup before beginning the next day's processing. The backup and subsequent restore processes are easy for the SA to perform.

3.5.1.2 Fall Back.

Use fall back techniques to ensure the continued satisfaction of the specific requirements of the system in the event of a system failure.

a.   Installation failures. There are two, primary fall back techniques:

(1)   Alternate Equipment. If a terminal or PC workstation fails, another one should be used in its place. If a printer fails or is unavailable, print output should be rerouted to another printer or the printer should be replaced.

(2)   Manual Operations. If automated system is not available, manual procedures should be used to perform transactions until the automated system is back in operation. When the system is back in operation, the manual transactions are entered into the system. The system includes the ability to reroute output to different devices in the event that the normal output device is unavailable. For example, if a standard report is normally routed to a specific printer, the user has the option of re-directing the output to another printer as the situation dictates.

b.   ANSOC Failures. In case the ANSOC system fails, you should contact the installation SA or DOIM for instructions.

3.5.1.3 Degraded Modes of Operation.

This provides for operating the system according to a priority established in order of importance or urgency. The priority for operating any ISM in degraded mode is as follows:

Table 3.5.1. Degraded Modes of Operation	
Priority	**Operation**
(1)	Interactive input of data
(2)	Standard report generation
(3)	Loading input data from other sources (e.g., ASMIS)
(4)	Transmitting data to other organizations (e.g., Staff Agencies)
(5)	Ad hoc queries of the database

3.5.2 Restart/Recovery.

a.   General. The application software requires no restart procedures. However, the RDBMS automatically logs transactions that are completed. If the RDBMS crashes, an archive copy of the database is restored to disk, and the database is rolled forward to a point just before the failure. If any transactions were not completed, the database will be rolled back to the last completed transaction.

b. <u>Policy</u>. RDBMS transaction logging is automatic and has the default "checkpoint interval" of 20 minutes, which can be changed by the Database Administrator (DBA). Backups of the database must be performed a minimum of once per day. Backups of the application software can be conveniently performed when the database is backed up. ANSOC personnel will perform backups of applications, the ILIDB, and subject area databases.

c. <u>Data Recovery</u>. In case the ISM program has been corrupted or destroyed, the backup copy is restored. To recover a destroyed database, the latest backup is restored and then the contents of the transaction log read in. When the system is restarted, it checks for the existence of a complete transaction and automatically recovers; the RDBMS notifies users when an automatic recovery from backup is being performed.

3.6 SECURITY AND PRIVACY.

The information contained in this application is designated unclassified sensitive-two (US-2). US-2 is unclassified information, which primarily must be protected to ensure its availability and/or integrity. This information also requires protection from unauthorized personnel to ensure confidentiality. Examples of US-2 include information dealing with logistics, medical care, personnel management, Privacy Act data, contractual data and *"For Official Use Only (FOUO)"* information.

All data, which is subject to the Privacy Act, pursuant to Public Law 93-579, will be handled in such a manner as to preclude unauthorized release of the information. The Personnel Locator application data tables will contain information that must be safeguarded against unauthorized access.

Only users with a valid login ID and PASSWORD may access the TRANSPROC ISM. TRANSPROC SA must grant privileges to a user to access the various options of the ISM.

3.6.1 Threat Types.

There are several possible threats to which the system could be subjected. These threats are taken into consideration in the development of safeguards.

3.6.2 Unauthorized Access.

This type of threat concerns an individual attempting to gain access to the system who is not authorized to either use the system or has a "need to know" security basis. The system provides safeguards against these types of "hackers" or "idle curiosity seekers. "

3.6.2.1 Fraud and Embezzlement.

This type of threat concerns an individual authorized system access attempting to falsify requisition records for purpose of acquiring unauthorized items. The system provides safeguards against any one individual having complete control over an entire accounting transaction; and maintains permanent, unalterable audit logs of record access.

3.6.2.2 Other Threat.

This type of threat concerns the physical misappropriation of the computer containing the application program and its data bank/database. The system includes safeguards such as encryption of data elements, if appropriate, to prevent sensitive data from falling into the wrong hands by physical misappropriation of the system hardware.

3.6.2.3 Service Interruption/Degradation.

This type threat is normally related to scheduled or unscheduled availability of the system to run the

application as intended. The disruption may be due to power outages, environmental situations, etc. The system provides safeguards for restoring systems abnormally terminated/shut down.

3.6.2.4 Human Errors of Commission and Omission.

This type of threat is normally related to user carelessness or ignorance. The system provides safeguards by automatically performing edit checks for enumerated values, acceptable ranges, etc.

3.6.2.5 Privacy Violations.

This type of threat involves unauthorized release of personnel information protected under the Privacy Act of 1974, Section 5, United States Code 552a. Data elements identified as protected under the Privacy Act are safeguarded by the system through encryption, user access levels, or other controls as appropriate.

3.6.2.6 Sabotage.

This type of threat would most likely involve an authorized user deliberately erasing or otherwise destroying system data files and/or backup file media. The system periodically determines duration between system sessions and last system backup. The system also periodically requires a backup to be generated if some predetermined number of sessions has occurred without the operator voluntarily performing a backup operation. The backup ensures that at least three separate backup copies are maintained and the system cycles through them interactively.

3.6.2.7 Industrial/Military Espionage.

This threat would normally involve a former user gaining access to the system for some personal benefit. The system provides safeguards to require inactive USERID to be deleted from the system. The system also requires periodic mandatory change of authorized user passwords.

<div align="center">

WARNING

</div>

> IT IS A VIOLATION OF FEDERAL LAW TO ACCESS, COPY, OR OTHERWISE USE GOVERNMENT COMPUTER RESOURCES WITHOUT SPECIFIC AUTHORIZATION.

3.7 ASSISTANCE AND PROBLEM REPORTING.

Obtain assistance by contacting the Customer Assistance Office (CAO) at the appropriate ANSOC, unless instructed to report to an intermediate source first. Report problems using the procedures described in the Configuration Control Manual, AISM 25-P5B-A26-AIX-CCM. Use DA Form 5005-R, "Engineering Change Proposal-Software (ECP-S)" to report the problem and submit it to the appropriate ANSOC. You may report the problems on the Fort Huachuca hot line DSN: 879-6798/6858 or on commercial line 1-800-305-3036.

4   INSTALLATION SETUP

4.1   PROCESSING OVERVIEW.

After logging in, users access TRANSPROC via statements in their shell profiles - the file ."profile. " The command file ."setupISM," (in the user's home directory), is activated from this shell profile, which controls how TRANSPROC will be executed from that point on. After environment variables are set, the TRANSPROC main program "transprc_prg" is executed in the TRANSPROC home directory. When a menu selection is made that activates another program, the current program is suspended and the other program begins. After each program is terminated, (by pressing <F6>), the suspended program resumes. After the final program terminates, the exit statement in the user's shell is executed and the user is logged out. Any number of users can access TRANSPROC simultaneously, subject to limitations of the host system's resources, including the RDBMS.   For details on installing TRANSPROC, refer to the TRANSPROC Software Installation Plan (SIP) manual.

4.2   COMMUNICATIONS OVERVIEW
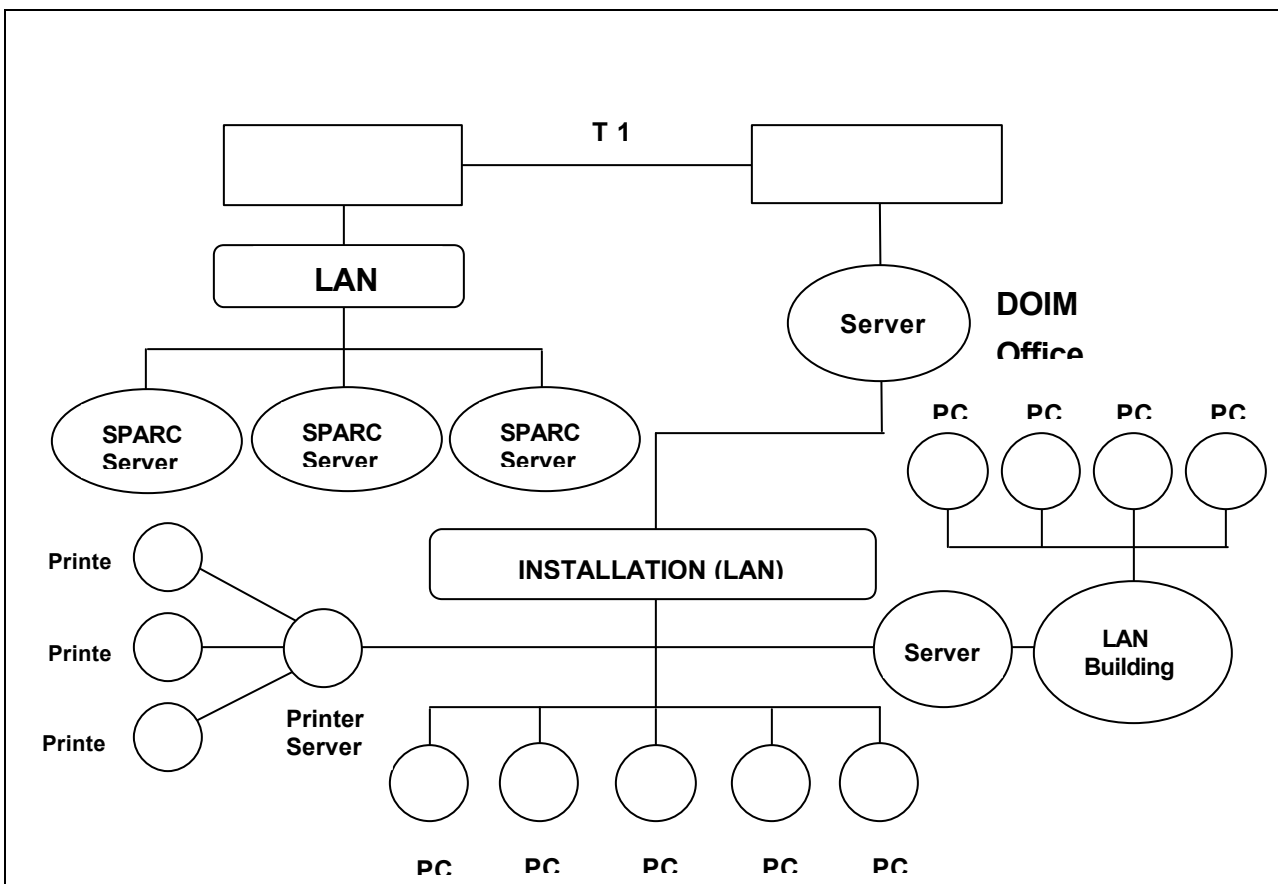
Figure 4.2-1. Communications Overview

The communications network involved within a typical system is shown in the chart in Figure 4.2-1.

4.3   SECURITY.

The ISM Security Support Plan (SSP), in accordance with AR 380-19, "Information Systems Security (ISS)," DOD 5200.28-STD and "DOD Trusted Computer System Evaluation Criteria" (TCSEC), categorizes the information processed by TRANSPROC as unclassified sensitive-two (US-2). This means that TRANSPROC processes unclassified information that must be protected primarily to ensure its availability or integrity. Passwords and access to information in the TRANSPROC system, and reports produced by it, must be protected against improper or accidental disclosure.

Each user is issued a unique login name and password. All access privileges and other authorization elements are associated with the login name. This information is maintained in a login profile for each user, which must not be printed or disclosed.

User identity and authorization to access the information and functions delineated in the login profile are authenticated by the password. User requests for use of an access privilege are automatically denied unless the FA has granted that specific access privilege to the user. Users can be granted access to all the information they are entitled to, (by virtue of formal access approval), and no more.

4.3.1 Physical Safeguards.

Section IV of AR 380-19 specifies physical security objectives and safeguards. At a minimum, equipment will be protected as follows:

    a.   Systems that have unclassified files on non-removable media should be in a locked office or building during non-duty hours, or otherwise secured to prevent loss or damage.

    b.   Users will log off the computer whenever they leave the area.

4.3.2 Database Access.

Access to view or change TRANSPROC data is restricted to users who have at least "connect" permission to the SADB and the ILIDB. Persons having DBA permission authority can grant any level of permission, such as "connect," "resource," or "DBA," to other users, so access to these user accounts must be strictly controlled.

4.3.3 Installation-Specific applications Menu.

You can configure the Installation-Specific Applications Menu to make any program available, at the discretion of the TRANSPROC FA. You must exercise caution in choosing, what programs to make available via this menu and which users have access to it. There is a risk to the security of other systems on the same host as TRANSPROC, depending on the specific programs installed.

4.3.4 Beginning TRANSPROC Processing.

After successfully logging-in to TRANSPROC via the ISM computer, you are ready to begin processing. Upon accessing TRANSPROC, a start-up 'warning' screen will appear.

Figure 4.3-1. Federal Warning Screen

    a.   To continue, press <Enter>. Then, follow the instructions supplied in Section 5, Description of Runs.

    b.   To cancel and return to the **{Login:}** prompt, press <F6>. Then, follow the appropriate procedure for disconnecting from the ISM computer.

5   DESCRIPTION OF RUNS.

This section describes TRANSPROC functional administration procedures. For software user procedures, including ad hoc query, refer to TRANSPROC SUM. For installation procedures, refer to the TRANSPROC SIP manual. The security profile for each TRANSPROC user that is set by the TRANSPROC administrator determines which functional areas and procedures a user has access to. This does not normally include administrative or initialization functions. The TRANSPROC administrator has access to all functional areas and procedures.

5.1   RUN INVENTORY.

TRANSPROC administrative procedures are listed below by item being acted up on. The menu path after each procedure indicates the TRANSPROC menu path needed to perform the procedure. For information on how to perform procedures, refer to section 1.4.2, Procedural Conventions. For an overall view of all TRANSPROC functions, refer to Figure 3.4-1Figure 3.4-1, TRANSPROC Hierarchy Diagram.

Procedure Title	Path(s)
Telephone Support	5,1
ECP/PR, Add/Change	5,3,1 and 6,1
ECP/PR Delete	5,3,2 and 6,2
ECP/PR View	5,3,3 and 6,3
ECP/PR Submit	5,3,4 and 6,4
ISM Data Sheet	5,4
Badges, Tabs, Awards and Decorations, Add/Change	7,1,1,1,1
Badges, Tabs, Awards and Decorations, Delete	7,1,1,1,2
Character of Service, Add/Change	7,1,1,2,1
Character of Service, Delete	7,1,1,2,2
Historical MOS Code, Add/Change	7,1,1,3,1
Historical MOS Code, Delete	7,1,1,3,2
MILPO Code, Add	7,1,1,4,1
MILPO Code, Delete	7,1,1,4,2
Reentry Code, Add	7,1,1,5,1
Reentry Code, Delete	7,1,1,5,2
Routing Addresses for Transmittals Administration Menu	7,1,1,7
Service Verification, Add/Change	7,1,1,8,1
Service Verification, Delete	7,1,1,8,2
Signature Block, Add/Change	7,1,1,9,1 and 7,2,3,1
Signature Block, Delete	7,1,1,9,2 and 7,2,3,2
Station Where Separated	7,1,1,10
Transfer Activity, Add/Change	7,1,1,11,1
Transfer Activity, Delete	7,1,1,11,2
Type of Separation, Add/Change	7,1,1,12,1
Type of Separation, Delete	7,1,1,12,2
Rank Code, Add/Change	7,1,1,13,1
Rank Code, Delete	7,1,1,13,2
Witness Signature Block, Add/Change	7,1,1,14,1
Witness Signature Block, Delete	7,1,1,14,2
MACOM Data, Add/Change	7,1,1,15,1
MACOM Data, Delete	7,1,1,15,2
ASI Title, Add/Change	7,1,1,16,1
ASI Title, Delete	7,1,1,16,2
Service School, Add/Change	7,1,1,17,1
Service School, Delete	7,1,1,17,2
Change Soldier's SSN	7,1,2
Un-Tag a Soldier's Record	7,1,3
Reprint Archived Soldier Form	7,1,4
SPD Entry/Change Log	7,1,5,1
DD form 214 Print Log	7,1,5,2
Records Purge Administration	7,1,6

After entering the TRANSPROC system, the "Master Menu" will appear. This is the menu from which you can access all other menus and screens.
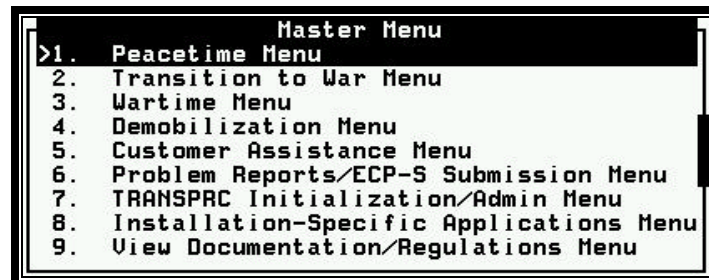
Figure 5.1-1. Master Menu

The "Peacetime Menu" contains the majority of user procedures. For administration procedures, refer to section 5.7, "TRANSPROC Initialization/Administration Menu," and section 5.8, "Installation-Specific Applications Menu."

5.2   BACKUP AND RESTORE PROCEDURES.

Both the TRANSPROC permanent files and database should be backed up as part of a daily (or more often) routine. This will help ensure continuity of operations if the system fails. A complete backup of TRANSPROC must be adequate to resume operations on the same or a similarly equipped machine within a few hours. Similarly equipped means that the operating system, utilities, and RDBMS are installed and that the machines share the same hardware instruction set. There is no backup utility within TRANSPROC. Section 7 shows a sample script to perform a backup.

5.3   DIAGNOSTIC PROCEDURES.

TRANSPROC does not have any diagnostic procedures.

5.4   ERROR MESSAGES.

TRANSPROC is an interactive system. If you make an error in entering information into a field, an explanatory message appears. This message describes the error, and provides corrective procedures.

TRANSPROC does not use numeric codes unless the error has occurred at the system level or in the operation of the RDBMS. In any case, whenever an error code appears, an explanatory message will also appear along with it.

5.5   CUSTOMER ASSISTANCE MENU.

This menu allows you to access the screens used for obtaining assistance by telephone, by message, for reporting a problem, and for obtaining TRANSPROC ISM data. Selection of this menu from the "Master Menu" will display the following menu.

```
         Master Menu                        Customer Assistance Menu
  1.  Peacetime Menu                      >1.  Telephonic
  2.  Transition to War Menu               2.  Message
  3.  Wartime Menu                         3.  Problem Report
  4.  Demobilization Menu                  4.  ISM Data Sheet
 >5.  Customer Assistance Menu
  6.  Problem Reports/ECP-S Submission Menu
  7.  TRANSPRC Initialization/Admin Menu
  8.  Installation-Specific Applications Menu
  9.  View Documentation/Regulations Menu
```

Figure 5.5-1. Customer Assistance Menu

5.5.1   Telephonic.

This option allows you to obtain assistance by calling the ISM Customer Assistance Office (CAO). You can contact this office 24 hours per day seven (7) days per week. When you select this option from the "Customer Assistance Menu," the following screen will appear:

```
                         Telephonic Support
   For Telephonic Assistance Dial < DSN 879-6798/6858/2572
                                 < Comm (520)538-6798/6858/2572
                                   or 1-800-305-3036
                         Fax < DSN 879-6809 < Comm (520)538-6809
   Be prepared to provide the following information:
           - Name of ISM (e.g. DENTRAD, TRANSPRC, EDMIS, DAMIS ...)
           - Software Developer (if Known)
           - Person Calling        *name
                                    *Address (normal mail)
                                    *E-mail Address
                                    *Phone Number (Commercial/DSN)
           - Organization (Office Symbol)
           - ADS CODE      - SIC Code      - DPI Code
           - Content of Inquiry or Comments

   For specific information on any of the above, select ISM Data Sheet from
   the Customer Assistance Menu.


                         RETURN to continue
```

Figure 5.5-2. Telephonic

Please have the requested information available before the user places the phone call. The information required appears on the screen above. For a more specific information, select "ISM Data Sheet" menu option.

5.5.2   Message.

This option allows you to record conversations or notes. You can send messages created through this module to selected addresses in electronic or in hard copy form, depending on interfaces available to the installation. This menu item is reserved for future development.

5.5.3   Problem Report (PR).

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the

form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint or retransmit an ECP-S. To get the information you need to report a problem with TRANSPROC, select menu item #3 and press <Enter>. The following screen will appear.

```
      Problem Report/ECP-S Menu
>1.  Add/Change Problem Report/ECP-S
 2.  View Problem Report/ECP-S
 3.  Delete Problem Report/ECP-S
 4.  Submit Problem Report/ECP-S
```
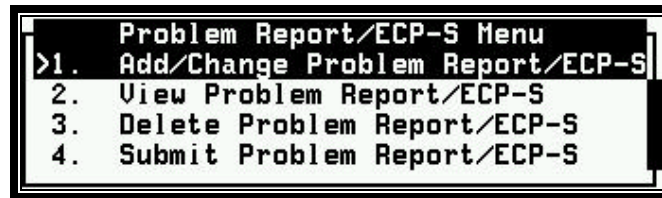
Figure 5.5-3. Problem Report

5.5.3.1   Add/Change ECP/PR.

Refer to Section 5.6.1 for more details.

5.5.3.2   View ECP/PR.

Refer to Section 5.6.2 for more details.

5.5.3.3   Delete ECP/PR.

Refer to Section 5.6.3 for more details.

5.5.3.4   Submit ECP/PR.

Refer to Section 5.6.3 for more details.

5.5.3.5   ISM Data Sheet.

Use this procedure to display a fact sheet of information about TRANSPROC. The "ISM Data Sheet" screen allows you to obtain information on the TRANSPROC ISM. To obtain TRANSPROC ISM data, select this option from the "Customer Assistance Menu," and press <Enter>. The "ISM Data Sheet" will appear in three screens as shown.

```
                ISM Data Sheet (Page 1 of 2)

   1.  ADS Code: P5B
   2.  SIC Code: A26
   3.  IIM Process Supported: 19.5.2
           (Provide Administration Services)
   4.  ISM Functional Proponent: DM, OCSA
   5.  ISM SAFP: DCSPER
   6.  ASO: SDC-W
   7.  SDC: SDC-W




                RETURN = NEXT PAGE; F6 = CANCEL
```
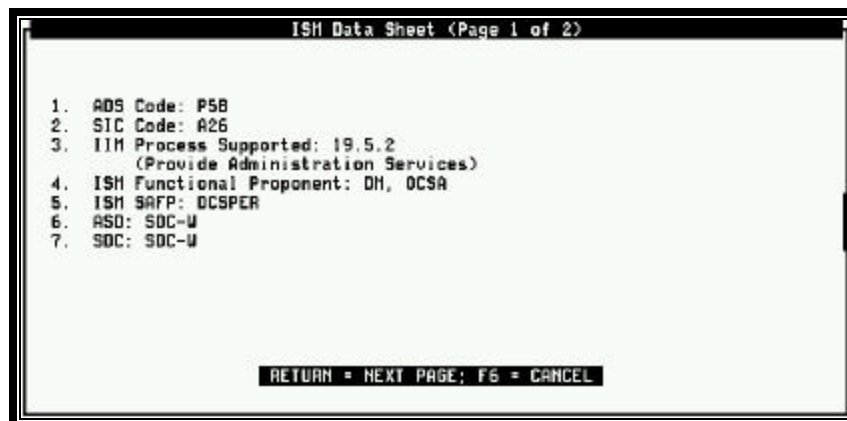
Figure 5.5-4. ISM Data Sheet

Press <F3> to view the next page or <Enter> to resume the application.

```
                        ISM Data Sheet (Page 2 of 2)

  8.   General:  This ISM supports the personnel portion of demobilization
                 and may be utilized to perform the peacetime (garrison)
                 Military Personnel (MILPER) functions supporting
                 Separation Processing, Transition and Retirement, Documents,
                 Orders, SIDPERS Transactions and Reports.

                 It facilitates the preparation and administrative handling
                 of records, forms, memos and orders; required forms have
                 been automated.  The following is a list of forms that are
                 produced as output:

                 1. DD Form 214
                 2. DD Form 214 Worksheet
                 3. DA Form 2339
                 4. DD Form 2656

          PGDN = NEXT PAGE; F8/F2 = PREVPAGE; RETURN to continue
```

Press <Page Down> to go to next page. The following screen will appear.

```
                        ISM Data Sheet (Page 2 of 2)

  8.   General:  (continued)

                 5. Orders formats 266, 267, 274, 430, 434, 454, 500,
                                   501, 505, 520, 522, 523, 524, 526,
                                   530, 562, 600, 610, 612, 620, 660,
                                   662, 680, 682, 684, 686, 687, 688,
                                   690, 692, 694, 696, 700, 705

          PGUP = PREV PAGE; F8/F2 = FIRSTPAGE; RETURN to continue
```

5.6   PROBLEM REPORTS/ECP-S SUBMISSION

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint or retransmit an ECP-S. When you select this menu from the "Master Menu," the system displays the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S). In this option you can add a new ECP or PR or change one that is currently on the system. If the ECP-S has already been submitted then you will not be able to change it. Selection of this option from the "Master Menu" will display the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S).

```
              Problem Report/ECP-S Menu
    >1.   Add/Change Problem Report/ECP-S
     2.   View Problem Report/ECP-S
     3.   Delete Problem Report/ECP-S
     4.   Submit Problem Report/ECP-S
```

Figure 5.6-1. Problem Reports/ECP-S Submission Menu

5.6.1   Add/Change ECP/PR.

Selection of this option from "Add/Change/Delete ECP/PR Menu" will present the following screen.

```
┌──────────────────────────────────────────────────────┐
│         ECP-S (DA5005-R)          (Page 1 of 4)        │
│               *_____*                       │
│  Originator Number: LA2-A150-144   Type of Report: ECP-S ____ │
│                                                        │
│  To: _____   From: _____  │
│  ATTN: _____          _____  │
│                                                        │
│  Point of Contact:  _____  Telephone: _____ │
│  Title:             _____                    │
│                                                        │
│  Priority: _____                                    │
│  Application/Version:         _____          │
│  Executive SW Baseline/Version:  _____       │
│  Problem Date: _____                                │
│                                                        │
│  Job/Cycle/Program ID:                                 │
│  _____    │
│  Title of Problem/Change:                              │
│  _____    │
│           F3 = SAVE to continue; F6 = CANCEL           │
└──────────────────────────────────────────────────────┘
```

Figure 5.6-2. Add/Change - ECP-S - DA Form 5005-R (Page 1 of 4)

Use this form to enter the information to generate a DA Form 5005-R (ECP-S) for this ISM. You can then forward this printed form to the appropriate office for consideration.

You assign an originator number, comprising of AIS and Data Processing Installation (DPI) codes and an ECP or PR sequence number for tracking and identification of reports. Pressing <F2> from the **Originator Number** field will display a list of reports previously generated that you can select to modify.

Field	Description
Originator Number:	Enter 11 position number constructed as follows: Positions 1-3: AIS code. Use this 'three position' code to identify the system. You can find this on the ISM data sheet from the "Customer Assistance" option on the "Master Menu."
	Positions 4-7: DPI code. Use this 'four position' code to identify the installation submitting the DA Form 5005-R. Contact DOIM ISM Administrator for this code.
	Positions 8-11: Sequence Number. Use this four position all numeric code with the other two codes to uniquely identify the problem or ECP being reported on this DA Form 5005-R.
Type of Report:	Enter the type of report or press <F2> for choices. Select either ECP-S or Problem Report. See your FA for instructions on what constitutes a PR or ECP-S.
From:	Enter the Unit Name, Installation Name, and name of person reporting. Enter "D" for Defense Switched Network (DSN). Commercial telephone numbers should include the area code. Example: "Fort Lewis, Ms. Sullivan, XXX- 357-6495. "
To:	Enter the name of the organization where you want this ECP-S to be sent.
ATTN:	Enter the name of the person to whose attention you wish the form directed. Example: "Mr. Sam Wilson. "
Point of Contact:	Enter the name of the Point of Contact (POC).
Telephone:	Enter the telephone number of the POC.

Title:	Enter the title of the POC.
Priority:	Enter the Priority of the report, or press <F2> for choices.
Application/Version:	Enter the name of the application and the version number. Example: "TRANSPROC/10.00."
Executive SW Baseline/ Version:	Enter the user's Executive Software baseline. Example: P5B-10.0
Problem Date:	Enter the date the problem was detected in to the field in an accepted date format. You may enter "today" for the current date.
Job/Cycle/Program ID:	Enter the name or number of the problem job, cycle, and program. The number of characters available on both lines is 66.
Title of Problem/Change:	Enter a short description of the problem. Example: "Unit funds are incorrect." The number of characters available on both lines is 66.

Note: If you move the cursor back up to the Originator Number, you will lose all of the changes that you entered on this screen. This happens when the program attempts to find your new ECP-S item. To avoid this, do not press <Enter> on the last field of the form.

Once you enter the required data in this screen, press <F3> to continue to the second page of the report or press <F6> to cancel. Pressing <F3> will display the following screen.


```
          ECP-S (DA5005-R)              (Page 2 of 4)
Originator Number: LA2-A150-144
Description of Problem/Change:
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
 F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE
```

ECP-S - DA Form 5005-R (Page 2 of 4)

This is page two of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

Field	Description
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Description of Problem/ Change:	Enter a brief narrative describing the problem in sufficient detail to permit ready identification and evaluation. Include a list of supporting documentation available for research by SD. Example: "Balance for Unit Fund was correct. However, most financial statements for unit fund after year end are incorrect." The number of characters available is 960.

Once you enter the required data on the previous screen, press <F3> to continue to the third page of the report or press <F6> to cancel. Pressing <F3> will display the following screen.

```
        ECP-S (DA5005-R)              (Page 3 of 4)
Originator Number: LA2-A150-144
Effect on User:
_____
_____
_____
_____
_____
_____
Recommended Solution/Justification:
_____
_____
_____
_____
_____
_____
_____
_____
  F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE
```

ECP-S - DA Form 5005-R (Page 3 of 4)

This is page three of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

Field	Description
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Effect on User:	Enter a description of how the problem impacts on the user. Example: "Incorrect reports causing excessive expenditures of resources and lost time." The number of characters available is 420.
Rec. Solution/Justification:	Enter a brief description of the recommended solution for problem and its justification. The number of characters available is 480.

After you complete entering information on the prior screen, press <F3> to continue to the fourth screen of the report or press <F6> to cancel. To return to previous page, press <F8/F4>. Pressing <F3> will display the following screen.

```
        ECP-S (DA5005-R)              (Page 4 of 4)
Originator Number: LA2-A150-144
Remarks:
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
  F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE
       F8/F1 = PRINT; F8/F3 = XMIT to transmit
```

ECP-S - DA Form 5005-R (Page 4 of 4)

Field	Description
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Remarks:	Enter relevant remarks concerning the problem and its solution. The number of characters available is 900.

Processing options from screen 4 are as follows:

SAVE: When you complete the problem report, press <F3> to save it.

CANCEL: If you decide to cancel the problem report, press <F6>.

PREV PAGE: To return to the previous page, press <F8/F4>.

TRANSMIT: If you are ready to transmit the report, press <F8/F3>. This will present the following warning screen before transmitting.

```
                          WARNING
        Once you Submit a 5005-R, you will not be able to
     go back and change it.  You could go ahead and save it now,
      then re-submit it later through 'Submit ECP-S menu option.

               Press RETURN to Submit; F6 to Cancel
```
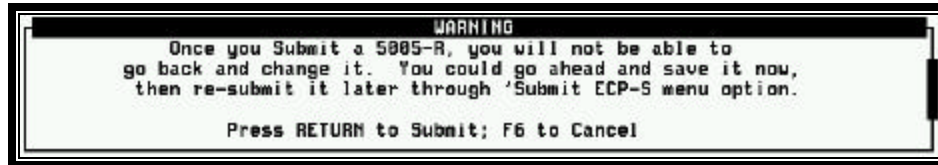
Press <Enter> to submit or <F6> to cancel the transmission request.

PRINT: To produce a printed copy of the report, press <F8/F1>.

5.6.1.1   Control Inputs.

To fill out an ECP-S, you require the originator number (a unique ECP-S identifier used to track and recall an ECP-S) and problem report date. The originator number, which is supplied to the user when filling out the ECP-S form, is composed of:

- an AIS code
- an unique site identifier
- a site sequence number

Environment variables, which are set and exported in the ."strtusrISM" command file in the TRANSPROC runtime directory, control the following parameters:

- Site sequence number that is generated and incremented automatically.
- AISCODE, the identifying code assigned to TRANSPROC AIS
- DPI Code, a unique four-digit site identifier that is preset in TRANSPROC at installation time
- ECPDIR, indicates the path where the ECP-S input and output files are stored
- ECPDB is the ISM identifier (TRANSPROC).

The environment variables allow this procedure to be used with various ISM applications at different sites without changing the procedure itself.

5.6.1.2   Management Information.

Use the ECP-S Originator Number for tracking and later recall of the ECP-S from the Status Tracking and Reporting System (STARS). The system keeps the sequence number portion of this number [as an American Standard Code for Information Interchange (ASCII) string] in a file in the ECPDIR directory that has the suffix ."count." The filename is the concatenation of the ISM AIS Code and the local DPI code. The TRANSPROC screen banner includes the software version number, requested on the DA Form 5005-R.

5.6.1.3   Input/Output Files.

Data entered into each of the four screens for the electronic DA Form 5005-R are stored in ASCII text

files named after the Originator Number with a screen sequence number (1, 2, 3, or 4) appended. A directory named by the ECPDIR variable keeps these files.

5.6.1.4   Output Reports.

If a LaserPro Express printer is available and has been configured for use as a laser printer with TRANSPROC (refer to Procedure 7,4,1) the print option will print a facsimile of the DA Form 5005-R, with the information entered. Otherwise, it will print an approximation to the DA Form 5005-R using ASCII characters. If you choose the electronic mail transmission option, the ASCII version is included as the text of a message with "DA Form 5005-R (ECP-S)" and the current date as the subject. The message can be directed to any addressee accessible from the TRANSPROC host. The size of the output is about two pages.

5.6.1.5   Reproduced Output Reports.

You should keep copies or originals of ECP-S(s) in an ECP-S notebook until processed. Local procedure may dictate how many copies should be made for distribution and tracking.

5.6.1.6   Restart/Recovery Procedures.

There are no special restart or recovery procedures in case of a system failure. The system stores ECP-S data in permanent files as it processes and saves each screen.

5.6.2   View ECP/PR.

This option allows you to view an ECP or PR currently existing on the system. Selecting this option from the "Problem Report/ECP-S Menu" shows the following screen.

```
┌───────────────────────────────────────────────────────────┐
│            View ECP-S (DA5005-R)     (Page 1 of 4)          │
│                     *VIEWING RECORD*                        │
│ Originator Number: LA2-M350-___   Type of Report: _____│
│                                                             │
│ To: _____  From: _____   │
│ ATTN: _____        _____   │
│                                                             │
│ Point of Contact: _____  Telephone: _____ │
│ Title:            _____                        │
│                                                             │
│ Priority: _____                                          │
│ Application/Version:              _____         │
│ Executive SW Baseline/Version: _____           │
│ Problem Date: _____                                     │
│                                                             │
│ Job/Cycle/Program ID:                                       │
│ _____  │
│ Title of Problem/Change:                                    │
│ _____  │
│            F3 = SAVE to continue; F6 = CANCEL               │
└───────────────────────────────────────────────────────────┘
```

Figure 5.6-3. View - ECP-S - DA Form 5005-R (Page 1 of 4)

Enter three characters to complete the Originator Number field for the ECP or PR you wish to view. You can press <F2> to view a list of the currently existing ECPs and PRs.

Press <F3> to view the next page or <F6> to cancel.

```
╔════════════════════════════════════════════════════════╗
║         View ECP-S (DA5005-R)      (Page 2 of 4)         ║
║ Originator Number: LA2-M350-021                          ║
║ Description of Problem/Change:                           ║
║ Corrected wording                                        ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║    F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE ║
╚════════════════════════════════════════════════════════╝
```

ECP-S - DA Form 5005-R (Page 2 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
╔════════════════════════════════════════════════════════╗
║         View ECP-S (DA5005-R)      (Page 3 of 4)         ║
║ Originator Number: LA2-M350-021                          ║
║ Effect on User:                                          ║
║ None                                                     ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ Recommended Solution/Justification:                      ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║    F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE ║
╚════════════════════════════════════════════════════════╝
```

ECP-S - DA Form 5005-R (Page 3 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
╔════════════════════════════════════════════════════════╗
║         View ECP-S (DA5005-R)      (Page 4 of 4)         ║
║ Originator Number: LA2-M350-021                          ║
║ Remarks:                                                 ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║ ──────────────────────────────────────────────────────  ║
║     F3 = SAVE to end view; F6 = CANCEL; F8/F4 = PREV PAGE║
║                     F8/F1 = PRINT;                       ║
╚════════════════════════════════════════════════════════╝
```

ECP-S - DA Form 5005-R (Page 4 of 4)

The bottom of the screen shows several options from which to select.

Pressing <F3> returns you to the "Problem Report/ECP-S Menu."

5.6.3   Delete ECP/PR.

This option will allow you to delete an ECP or PR that is currently on the system. Selection of this option from "Add/Change/Delete ECP/PR Menu" will present the following screen.

```
┌──────────────────────────────────────────────────────────┐
│           ECP-S (DA5005-R)            (Page 1 of 4)        │
│                  *_____*                          │
│ Originator Number: LA2-A150-144   Type of Report: ECP-S____│
│                                                            │
│ To: _____    From: _____ │
│ ATTN: _____          _____ │
│                                                            │
│ Point of Contact:  _____   Telephone: _____  │
│ Title:             _____                        │
│                                                            │
│ Priority: _____                                         │
│ Application/Version:            _____         │
│ Executive SW Baseline/Version:  _____         │
│ Problem Date: _____                                    │
│                                                            │
│ Job/Cycle/Program ID:                                      │
│ _____│
│ Title of Problem/Change:                                   │
│ _____│
│         F3 = SAVE to continue; F6 = CANCEL                 │
└──────────────────────────────────────────────────────────┘
```

Figure 5.6-4. Delete - ECP-S - DA Form 5005-R (Page 1 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
┌──────────────────────────────────────────────────────────┐
│           ECP-S (DA5005-R)            (Page 2 of 4)        │
│ Originator Number: LA2-A150-144                            │
│ Description of Problem/Change:                             │
│                                                            │
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│ _____│
│    F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE   │
└──────────────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 2 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
┌────────────────────────────────────────────────────────┐
│          ECP-S (DA5005-R)          (Page 3 of 4)         │
│ Originator Number: LA2-A150-144                          │
│ Effect on User:                                          │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│                                                          │
│ Recommended Solution/Justification:                      │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│                                                          │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE  │
└────────────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 3 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
┌────────────────────────────────────────────────────────┐
│       Delete ECP-S (DA5005-R)       (Page 4 of 4)        │
│ Originator Number: LA2-M350-021                          │
│ Remarks:                                                 │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE  │
│                    F8/F1 = PRINT;                        │
└────────────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 4 of 4)

Pressing <F3> will take you to the delete confirmation screen as shown.

```
┌────────────────────────────────────────────────────────┐
│             DELETE ECP-S/PROBLEM REPORT                  │
│ Item(s) selected will be permanently removed from the database │
│                                                          │
│       Do you wish to delete the item(s) selected?  _     │
│                                                          │
│          F3 = SAVE to commit work; F6 = CANCEL           │
└────────────────────────────────────────────────────────┘
```

Enter <Y> for Yes or <N> for No and press <F3> to commit work. Pressing <F6> will cancel the delete request.

5.6.4   Submit ECP/PR.

This option will allow you to submit an ECP-S to the STARS, that has already been created through the Add/Change ECP/PR procedure. Selection of this option from "Add/Change/Delete ECP/PR Menu" will present the following screen.

```
                        Submit ECP-S Menu
        Origin              Version        Priority   Modified Submit




F2 = MARK; RETURN to Submit; F6 = Cancel
```

Figure 5.6-5. Submit ECP/PR

This menu contains all of the ECP-S currently on the system. If the DA Form 5005-R has already been submitted then an 'Y' will appear in the far right column. You cannot re-submit a DA Form 5005-R. To submit a DA Form 5005-R that has not yet been submitted, highlight the ECP-S and mark it by pressing <F2>. Press <Enter> to submit or <F6> to cancel the request. Once you submit a DA Form 5005-R, it will remain on the system for one week before you can delete it off the system. If you have marked an ECP-S that has already been submitted and pressed <Enter>, then the system will display the following error message.

```
                            ERROR
        The ECP LA2-S113-136 has already been submitted on 1997/12/23.

                        RETURN to continue
```

Press <Enter> to continue.

5.7   TRANSPROC INITIALIZATION/ADMINISTRATION MENU.

This menu gives the FA access to functions used to initialize (set-up) the application and to perform the system administration functions described in the following paragraphs. Refer to the TRANSPROC SIP if you are setting-up TRANSPROC at your installation for the first time. Selection of Option #7 from the "Master Menu" provides system administration functions for use during implementation and, as necessary, to accommodate changes and corrections to TRANSPROC for an installation. Authorization to the subroutines described in this section may be limited. If you need to perform the following functions and cannot access the functions described in this section, contact your FA. Selection of this menu from the "Master Menu" will display the following screen.

```
              TRANSPRC Initialization/Admin Menu
>1.   Transition/Retirement Administration Menu
 2.   Orders Customize Data Menu
 3.   Security Administration Menu
 4.   Peripheral Administration Menu
 5.   Setup Installation-Specific Applications Menu
 6.   Ad Hoc Query Administration
 7.   SPD Code / Separation Authority Administration Menu
 8.   Load Laser Fonts
 9.   Print Blank Laser Forms
99.   Return to Master Menu
```

Figure 5.7-1. TRANSPROC Initialization/Administration Menu

Highlight your selection and press <Enter>.

5.7.1   Transition/Retirement Administration Menu

This menu provides access to functions that let you perform administration of transition or retirement processing. When you select this menu from the "TRANSPROC Initialization/ Administration Menu," the following screen will appear.

```
┌─────────────────────────────────────────┐
│ Transition/Retirement Admin Menu          │
│>1.  Customize Data Menu                   │
│ 2.  Change Soldier's SSN                  │
│ 3.  Un-Tag a Soldier's Record             │
│ 4.  Reprint Archived Soldier Forms        │
│ 5.  Administrative Reports Menu           │
│ 6.  Records Purge Administration          │
│ 99. Return to Master Menu                 │
└─────────────────────────────────────────┘
```
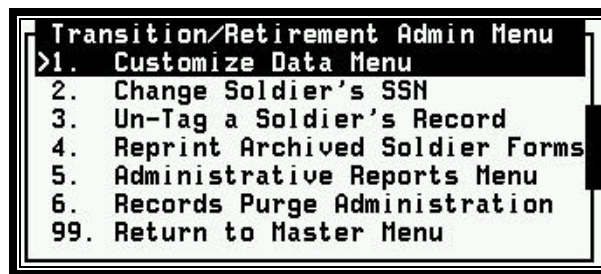
Figure 5.7-2. Transition/Retirement Administration Menu

5.7.1.1   Customize Data Menu.

This menu maintains data tables and data used in TRANSPROC. The type of data is common data; separation processing data; orders data, and DD Form 214 data. This menu also lets you add, change, or delete data used in transition and retirement processing. When you select this menu from the "Transition/Retirement Administration Menu," the following screen will appear.

```
┌─────────────────────────────────────────────────────────────┐
│              Customize Data Menu                              │
│>1.  Badges, Tabs, Awards and Decorations Administration Menu  │
│ 2.  Character of Service Administration Menu                  │
│ 3.  Historical MOS Code Administration Menu                   │
│ 4.  MILPO Code Administration Menu                            │
│ 5.  Reentry Code Administration Menu                          │
│ 6.  Retirement Services Office Address                        │
│ 7.  Routing Addresses for Transmittals Administration Menu    │
│ 8.  Service Verification Administration Menu                  │
│ 9.  Signature Block Maintenance Menu                          │
│ 10. Station Where Separated                                   │
│ 11. Transfer Activity Administration Menu                     │
│ 12. Type of Separation Administration Menu                    │
│ 13. Rank Code Administration Menu                             │
│ 14. Witness Signature Block Administration Menu               │
│ 15. Command Code Menu                                         │
│ 16. ASI Title Lookup Administration Menu                      │
│ 17. Service School Administration Menu                        │
│ 99. Return to Master Menu                                     │
└─────────────────────────────────────────────────────────────┘
```

Figure 5.7-3. Customize Data Menu

5.7.1.2   Badges, Tabs, Awards and Decorations Administration Menu.

This menu provides access to functions that let you add, change, or delete information describing badges, tabs, awards, and decorations used in the DD Form 214. Selection of this option from the "Customize Data Menu," will present the following screen.

```
┌─────────────────────────────────────────────────────────┐
│      Badges, Tabs, Awards & Decor Admin Menu              │
│>1.  Add/Change Badges, Tabs, Awards and Decorations       │
│ 2.  Delete Badges, Tabs, Awards and Decorations           │
│ 99. Return to Master Menu                                 │
└─────────────────────────────────────────────────────────┘
```

Figure 5.7-4. Badges, Tabs, Awards and Decorations Administration Menu

5.7.1.3   Add/Change Badges, Tabs, Awards, and Decorations

This item lets the SA add or change information associated with Badges, Tabs, Awards, or Decorations that are not in the ILIDB. When you select this option from the "Badges, Tabs, Awards, and Decorations Administration Menu," the following screen will appear.

```
╔══════════════════════════════════════════════════════════════════╗
║        Add/Change Badges, Tabs, Awards and Decorations             ║
║ *** ADD RECORD ***                                                 ║
║▶MH            MEDAL OF HONOR                                       ║
║ DSC           DISTINGUISHED SERVICE CROSS                          ║
║ NC            NAVY CROSS                                           ║
║ AFC           AIR FORCE CROSS                                      ║
║ DDSM          DEFENSE DISTINGUISHED SERVICE MEDAL                  ║
║ DSM           DISTINGUISHED SERVICE MEDAL                          ║
║ CGDSM         COAST GUARD DISTINGUISHED SERVICE MEDAL              ║
║ SS            SILVER STAR                                          ║
║ DSSM          DEFENSE SUPERIOR SERVICE MEDAL                       ║
║ LMVDEV        LEGION OF MERIT W/V DEVICE                           ║
║ LM            LEGION OF MERIT                                      ║
║ DFC           DISTINGUISHED FLYING CROSS                           ║
║ SM            SOLDIER'S MEDAL                                      ║
║ NMCM          NAVY AND MARINE CORPS MEDAL                          ║
║ AMNM          AIRMAN'S MEDAL                                       ║
║ CGM           COAST GUARD MEDAL                                    ║
║ BSMVDEV       BRONZE STAR MEDAL W/V DEVICE                         ║
║                                                                    ║
║ Highlight your selection and press RETURN                          ║
╚══════════════════════════════════════════════════════════════════╝
```

Figure 5.7-5. Add/Change Badges, Tabs, Awards, and Decorations

If you select "ADD RECORD," then the following screen will appear.

```
╔══════════════════════════════════════════════════════════════════╗
║        Add/Change Badges, Tabs, Awards & Decor                     ║
║              *  ADDING RECORD  *                                   ║
║                                                                    ║
║ Menu Code: _____                                               ║
║ Full Menu Text:                                                    ║
║ _____          ║
║                                                                    ║
║ Type of Award: IDENTIFICATION BADGE_____                      ║
║                                                                    ║
║ Award Code: __                                                     ║
║ Full Award Text: _____          ║
║                  _____          ║
║                                                                    ║
║ Order of the Award: *********                                      ║
║                                                                    ║
║             F3 = SAVE to commit work; F6 = CANCEL                  ║
╚══════════════════════════════════════════════════════════════════╝
```

Field	Description
Menu Code:	Enter the menu code.
Full Menu Text:	Enter the full menu text that will be shown on all menus.
Type of Award:	Enter the type of award (Award or Decoration, or Badge or Tab) or press <F2> for choices.

```
╔════════════════════════════════════╗
║          Type of Award             ║
║  IDENTIFICATION BADGE              ║
║ ▶MILITARY DECORATION               ║
║  CAMPAIGN AND SERVICE AWARD        ║
║  NONMILITARY DECORATION            ║
║  COMBAT AND SPECIAL SKILL BADGE    ║
║  FOREIGN AWARD                     ║
║  UNIT AWARD                        ║
╚════════════════════════════════════╝
```

Award Code:	Enter the award code that corresponds to the SIDPERS code for this Award/Badge/Tab, etc.
Full Award Text:	Enter the full award text that you want to be shown on official forms.
Order of Award:	Enter the menu code that you want to precede this code.

Press <F3> to commit work or <F6> to cancel.

5.7.1.4   Delete Badges, Tabs, Awards, and Decorations.

When you select this option from the "Badges, Tabs, Awards, and Decorations Administration Menu,"

the following screen will appear.
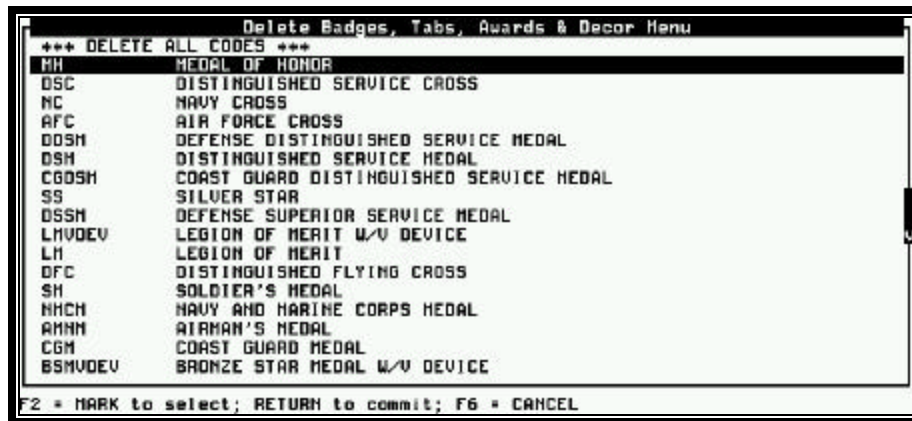
Figure 5.7-6. Delete Badges, Tabs, Awards, and Decorations

Mark your selection by highlighting and pressing <F2>. Press <Enter>. The system will ask for confirmation before deletion as shown in the following screen.
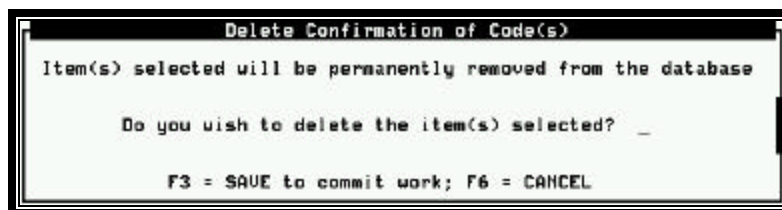
Enter <Y> for yes or <N> for No. Press <F3> to proceed with delete request.

5.7.1.5   Character of Service Administration Menu.

This menu lets you add, change, or delete the description given to each type of character of service. Selection of this option from the "Customize Data Menu" will present the following screen.

Figure 5.7-7. Character of Service Administration Menu

5.7.1.6   Add/Change Character of Service

This item lets you add or change Character of Service data used for transition and/or retirement processing. The data is available in the form of a sub-menu. When you select this option from the "Character of Service Administration Menu," the following screen will appear.
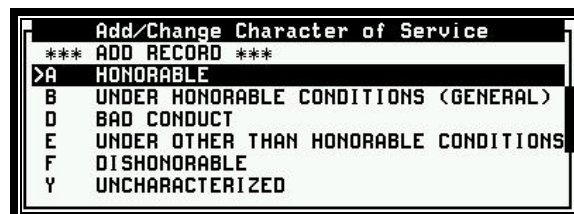
Figure 5.7-8. Add/Change Character of Service

If you select "ADD RECORD," then the following screen will appear.

```
┌──────────────────────────────────────────────┐
│         Add/Change Character of Service        │
│              *  ADDING RECORD  *               │
│                                                │
│ Character of Service: _                        │
│                                                │
│ Description: _____   │
│                                                │
│        F3 = SAVE to commit work; F6 = CANCEL   │
└──────────────────────────────────────────────┘
```

Enter a sentence that describes the Character of Service. Press <F3> to commit work or <F6> to cancel.

5.7.1.7   Delete Character of Service

When you select this option from the "Character of Service Administration Menu," the following screen will appear.

```
┌──────────────────────────────────────────────┐
│    Delete Character of Service Browse Menu     │
│  *** DELETE ALL CODES ***                      │
│  A   HONORABLE                                 │
│  B   UNDER HONORABLE CONDITIONS (GENERAL)      │
│  D   BAD CONDUCT                               │
│  E   UNDER OTHER THAN HONORABLE CONDITIONS     │
│  F   DISHONORABLE                              │
│  Y   UNCHARACTERIZED                           │
└──────────────────────────────────────────────┘
```

Figure 5.7-9. Delete Character of Service

When you mark your selection by pressing <F2> and then <Enter>, the system will ask for confirmation before deletion as shown in the following screen.

```
┌──────────────────────────────────────────────────┐
│          Delete Confirmation of Code(s)            │
│                                                    │
│ Item(s) selected will be permanently removed from the database │
│                                                    │
│      Do you wish to delete the item(s) selected?  _│
│                                                    │
│           F3 = SAVE to commit work; F6 = CANCEL    │
└──────────────────────────────────────────────────┘
```

Enter <Y> and press <F3> to proceed with delete request or enter <N> to cancel the delete request. Pressing <F6> will also cancel the delete request.

5.7.1.8   Historical MOS Code Administration Menu

This menu lets the SA, change, or delete Military Occupational Specialty (MOS) codes that may no longer be current but will be needed to fill out a DD Form 214 for a soldier who had held that MOS. Selection of this option from the "Customize Data Menu," will present the following screen.

```
┌──────────────────────────────────────────────┐
│    Historical MOS Code Administration Menu     │
│ >1.  Add/Change Historical MOS Code            │
│  2.  Delete Historical MOS Code                │
│ 99.  Return to Master Menu                     │
└──────────────────────────────────────────────┘
```

Figure 5.7-10. Historical MOS Code Administration Menu

5.7.1.9   Add/Change Historical MOS Code

This item lets you add or change a MOS code that is no longer maintained in the ILIDB. Selection of this option from the "Historical MOS Code Administration Menu," will present the following screen.

```
┌──────────────────────────────────────────────┐
│         Add/Change Historical MOS Codes        │
│  *** ADD RECORD ***                             │
│ >001A W   UNQUAL IN AUTH WO MOS                 │
│  002A W   PATIENT                               │
│  003A W   STUDENT                               │
│  004A W   DUTIES UNASSIGNED                     │
│  00A  O   DUTIES UNASSIGNED                     │
│  00B  E   DIVER                                 │
│  00B  O   GENERAL OFFICER                       │
│  00C  O   REL FR DY SICK HOS QT                 │
│  00D  E   SPECIAL DUTY ASG                      │
│  00D  O   ROTC OFF WAIT ENT AD                  │
│  00E  E   RECRUITER (RC)                        │
│  00E  O   STUDENT OFFICER                       │
│  00J  E   UNKNOWN                               │
│  00R  E   RECRUITER RTN NCO                     │
│  00U  E   EQUAL OPPORTUNITY NCO                 │
│  00Z  E   COMD SGT MAJOR                        │
│  011A W   BR/MOS IMMATERIAL                     │
│Highlight your selection and press RETURN        │
└──────────────────────────────────────────────┘
```
Figure 5.7-11. Add/Change Historical MOS Code

If you select "ADD RECORD," then the following screen will appear.

```
┌──────────────────────────────────────────────┐
│        Add/Change Historical MOS Code          │
│             *  ADDING RECORD  *                 │
│                                                 │
│ MOS Code: ____    Class Code: ENLISTED _____ │
│                                                 │
│ Title of MOS Code: _____│
│                                                 │
│          F3 = SAVE to commit work; F6 = CANCEL  │
└──────────────────────────────────────────────┘
```

Field	Description
MOS Code:	Enter a 5-digit specialty code.
Class Code:	Enter the Class Code that applies to the MOS code.
Title of MOS Code:	Enter text to describe the MOS code.

Press <F3> to commit work or <F6> to cancel.

5.7.1.10   Delete Historical MOS Code

This option lets you delete one or more Historical MOS codes. Selection of this option from the "Historical MOS Code Administration Menu" will present the following screen.

```
┌──────────────────────────────────────────────┐
│       Delete Historical MOS Code Browse Menu    │
│  *** DELETE ALL CODES ***                       │
│  001A W   UNQUAL IN AUTH WO MOS                 │
│  002A W   PATIENT                               │
│  003A W   STUDENT                               │
│  004A W   DUTIES UNASSIGNED                     │
│  00A  O   DUTIES UNASSIGNED                     │
│  00B  E   DIVER                                 │
│  00B  O   GENERAL OFFICER                       │
│  00C  O   REL FR DY SICK HOS QT                 │
│  00D  E   SPECIAL DUTY ASG                      │
│  00D  O   ROTC OFF WAIT ENT AD                  │
│  00E  E   RECRUITER (RC)                        │
│  00E  O   STUDENT OFFICER                       │
│  00J  E   UNKNOWN                               │
│  00R  E   RECRUITER RTN NCO                     │
│  00U  E   EQUAL OPPORTUNITY NCO                 │
│  00Z  E   COMD SGT MAJOR                        │
│  011A W   BR/MOS IMMATERIAL                     │
│F2 = MARK to select; RETURN to commit; F6 = CANCEL│
└──────────────────────────────────────────────┘
```
Figure 5.7-12. Delete Historical MOS Code

When you mark the item you wish to delete with <F2> and press <Enter>, the system will ask for confirmation before deletion as shown in the next screen.

```
┌──────────────────────────────────────────────────────┐
│            Delete Confirmation of Code(s)              │
│ Item(s) selected will be permanently removed from the database │
│                                                        │
│       Do you wish to delete the item(s) selected?  _   │
│                                                        │
│        F3 = SAVE to commit work; F6 = CANCEL           │
└──────────────────────────────────────────────────────┘
```
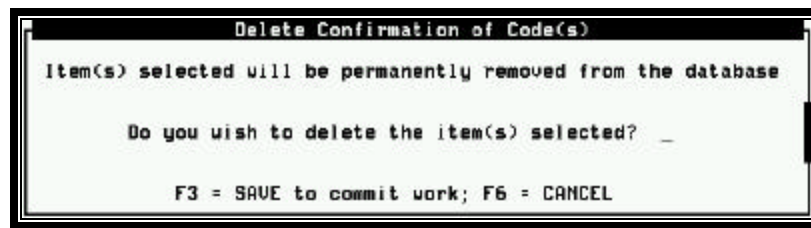
Enter <Y> and press <F3> to proceed with delete request or enter <N> to cancel the delete request. Pressing <F6> will cancel the delete request.

5.7.1.11 MILPO Code Administration Menu.

This menu lets the SA add or delete Military Personnel Office (MILPO) codes that are used at the Installation Level. Selection of this option from the "Customize Data Menu" will present the following screen.

```
┌─────────────────────────────────────┐
│   MILPO Code Administration Menu     │
│ >1.   Add MILPO Code                 │
│  2.   Delete MILPO Code              │
│  99.  Return to Master Menu          │
└─────────────────────────────────────┘
```
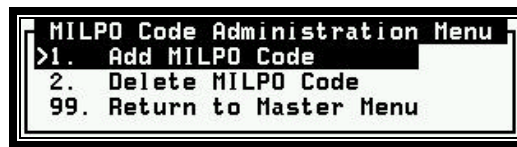
Figure 5.7-13. MILPO Code Administration Menu

Highlight your selection and press <Enter>.

5.7.1.12 Add MILPO Code.

This option lets you add a MILPO code for local identification and utilization. When you select this option from the "MILPO Code Administration Menu," the following screen will appear.

```
┌──────────────────────────────────────────────────────┐
│                     UNIMPLEMENTED                      │
│  This section of the application will remain unimplemented until the │
│               SIDPERS transactions go on-line.         │
│                                                        │
│                   RETURN to continue                   │
└──────────────────────────────────────────────────────┘
```
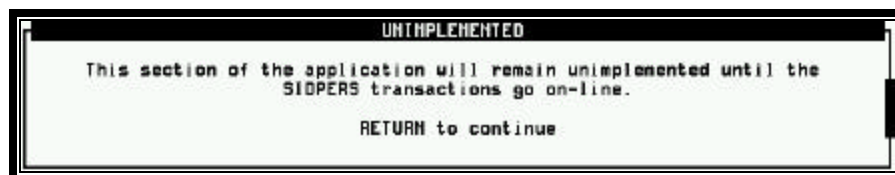
Figure 5.7-14. Add MILPO Code

Press <Enter> to continue.

5.7.1.13 Delete MILPO Code.

This option lets you delete one or more Installation specific MILPO(s). When you select this option from the "MILPO Code Administration Menu," the following screen will appear.

```
┌──────────────────────────────────────────────────────┐
│                     UNIMPLEMENTED                      │
│  This section of the application will remain unimplemented until the │
│               SIDPERS transactions go on-line.         │
│                                                        │
│                   RETURN to continue                   │
└──────────────────────────────────────────────────────┘
```

Figure 5.7-15. Delete MILPO Code

Press <Enter> to continue.

5.7.1.14 Reentry Code Administration Menu.

This menu lets the SA add or delete the reentry codes as specified by an official message. Selection of this option from the "Customize Data Menu" will present the following screen.

```
┌─────────────────────────────────────────┐
│  Reentry Code Administration Menu         │
│ >1.  Add/Change Reentry Code              │
│  2.  Delete Reentry Code                  │
│  99. Return to Master Menu                │
└─────────────────────────────────────────┘
```
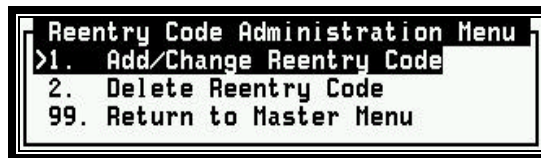
Figure 5.7-16. Reentry Code Administration Menu

Highlight your selection and press <Enter>.

5.7.1.15   Add/Change Reentry Code.

This item lets you add a reentry code that is not currently available in the ILIDB. When you select this option from the "Reentry Code Administration Menu," the following screen will appear.

```
┌────────────────────────────────────────────────────────┐
│           Add/Change Reentry Code                        │
│ *** ADD RECORD ***                                       │
│ >1      QUALIFIED FOR ENLISTMENT IF ALL OTHER CRITERIA ARE MET│
│  3      INELIGIBLE UNLESS A WAIVER IS GRANTED            │
│  4      INELIGIBLE FOR ENLISTMENT                        │
│  4R     RETIREMENT                                       │
└────────────────────────────────────────────────────────┘
```
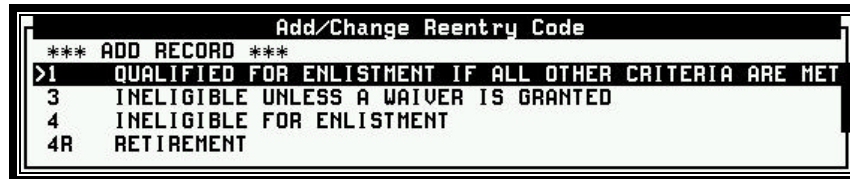
Figure 5.7-17. Add/Change Reentry Code

If you select "ADD RECORD," then the following screen will appear.

```
┌────────────────────────────────────────────────────────┐
│           Add/Change Reentry Code                        │
│              *  ADDING RECORD  *                         │
│                                                          │
│ Reentry Code: __                                         │
│                                                          │
│ Description:                                             │
│ _____ │
│                                                          │
│           F3 = SAVE to commit work; F6 = CANCEL          │
└────────────────────────────────────────────────────────┘
```
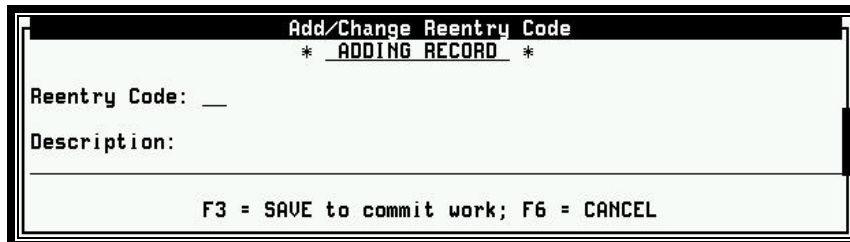
This screen lets you add reentry codes that are not in the ILIDB.

Field   Description

Reentry Code: Enter a 2-character code.

Description: Enter a brief description of the reentry code.

After entering the code and description, press <F3> to commit work or <F6> to cancel.

5.7.1.16   Delete Reentry Code.

When you select this option from the "Reentry Code Administration Menu," the following screen will appear.

```
┌────────────────────────────────────────────────────────┐
│         Delete Reentry Codes Browse Menu                 │
│ *** DELETE ALL CODES ***                                 │
│  1      QUALIFIED FOR ENLISTMENT IF ALL OTHER CRITERIA ARE MET│
│  3      INELIGIBLE UNLESS A WAIVER IS GRANTED            │
│  4      INELIGIBLE FOR ENLISTMENT                        │
│  4R     RETIREMENT                                       │
└────────────────────────────────────────────────────────┘
```
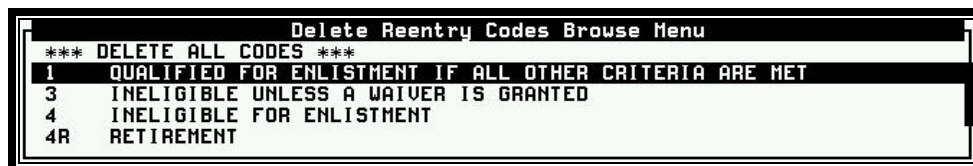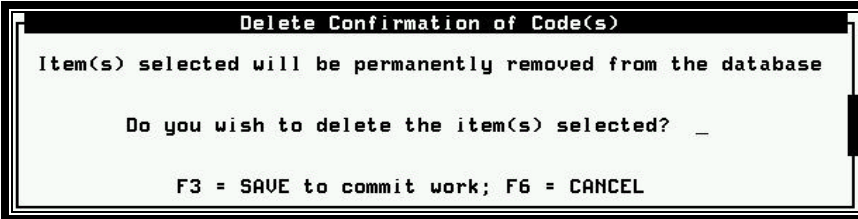
Figure 5.7-18. Delete Reentry Code

This screen lets you delete one or more reentry codes. When you mark the item that you wish to delete with <F2> and press <Enter>, the system will ask for confirmation before deletion as shown in the next screen.

```
┌─────────────────────────────────────────────────────────┐
│              Delete Confirmation of Code(s)               │
│ Item(s) selected will be permanently removed from the     │
│ database                                                  │
│                                                           │
│       Do you wish to delete the item(s) selected?  _      │
│                                                           │
│           F3 = SAVE to commit work; F6 = CANCEL           │
└─────────────────────────────────────────────────────────┘
```

Enter <Y> and press <F3> to proceed with delete request or enter <N> to cancel the delete request. Pressing <F6> will also cancel the delete request.

5.7.1.17   Retirement Services Office Address.

This option lets you add or change the address of the Retirement Services Officer (RSO) at the Installation. Selection of this option from the "Customize Data Menu," will present the following screen.

```
┌─────────────────────────────────────────────────────────┐
│            Retirement Services Office Address             │
│                                                           │
│ UPC: 0090_ Unit Name: _____│
│ Street:                                                   │
│                                                           │
│ City: _____      State: __   ZIP Code:_____-____│
│                                                           │
│          F3 = SAVE to commit work; F6 = CANCEL            │
└─────────────────────────────────────────────────────────┘
```

Figure 5.7-19. Retirement Services Office Address

This screen lets you add or change the address of the RSO for a particular installation.

Field   Description

UIC: Enter the Unit Identification Code (UIC) of the RSO that you want to add or delete or press <F2> for choices.

```
┌─────────────────────────────────────────┐
│                 UPC Menu                 │
│>0090                                     │
│ 0091                                     │
│ 0095                                     │
│ 0096                                     │
│ 0097                                     │
│ 0099                                     │
│ 00T00    W00T MISSILE AND SPACE INT CTR  │
│ 0101                                     │
│ 0102                                     │
│ 0103                                     │
│ 0104                                     │
│ 04921    W049 FIELD UNIT                 │
│ 0C001    W0C0 TEST MODEL UNIT 1          │
│ 0C0AA    W0C0 TEST MODEL HHO UNIT 1      │
│ 0H901    W0H9 MICOM RAYTHEON FLD OFC     │
│ 0H903    W0H9 SYSTEM ENGR PROD DIR       │
│ 0H906    W0H9 IMMC MOB FT BLISS          │
│ 0H908    HAUK                            │
│                                          │
│ Highlight your selection and press RETURN│
└─────────────────────────────────────────┘
```

Unit Name: This field is automatically populated with the unit name associated with the UIC.

Street: Enter the street address of the RSO.

City: Enter the city where the RSO is located.

State: Enter the state in which the RSO is located, or press <F2> for choices.

Zip Code: Enter the 5-digit or 9-digit Zip Code.

After entering the address press <F3> to commit work or <F6> to cancel.

5.7.1.18   Routing Addresses for Transmittals Administration Menu.

This menu, gives you access to functions to add, change, or delete routing addresses used for transition or retirement transmittals. Selection of this option from the "Customize Data Menu," will present the

following screen.

```
┌─────────────────────────────────────────────────────────┐
│          Routing Addr for Transmittals Admin Menu         │
│>1.  Department of Labor                                   │
│ 2.  Enlisted Records and Evaluation Center (EREC)         │
│ 3.  Personnel Command (PERSCOM)                           │
│ 4.  Department of Veterans Affairs                        │
│ 5.  Department of Veterans Affairs Regional Office        │
│ 6.  Department of Veterans Affairs Service Medical Record Center │
│ 7.  Department of Veterans Affairs State Office Administration Menu │
│ 8.  State/Territory Adjutant General Office Administration Menu │
│ 99. Return to Master Menu                                 │
└─────────────────────────────────────────────────────────┘
```

Figure 5.7-20. Routing Addresses for Transmittals Administration Menu

Highlight your selection and press <Enter>.

5.7.1.19   Department of Labor.

This option lets SA/FA to change the address of the "Department of Labor" as authorized by an official message. When you select this option from the "Routing Addresses for Transmittals Administration Menu," the following screen will appear.

```
┌─────────────────────────────────────────────────────────┐
│               Department of Labor Address                 │
│Organization:                                              │
│LOUISIANA DEPARTMENT OF EMPLOYMENT AND TRAINING            │
│UCX/UCTE CLAIMS CONTROL CENTER (CCC)                       │
│Street Address:                                            │
│POST OFFICE BOX 94246                                      │
│City: BATON ROUGE          State: LA ZIP: 70804-9246       │
│                                                           │
│          F3 = SAVE to commit work; F6 = CANCEL            │
└─────────────────────────────────────────────────────────┘
```

Figure 5.7-21. Department of Labor

Field	Description
Organization:	Enter the Department of Labor, the room number and/or mail stop.
Street Address:	Enter the location and the name of the street.
City:	Enter the city of the Department of Labor.
State:	Enter the state code or press <F2> for choices.
Zip Code:	Enter a 5-digit or 9-digit Zip Code.

Press <F3> to save data or <F6> to cancel.

5.7.1.20   Enlisted Records and Evaluation Center (EREC).

This option allows the SA/FA to change the address of the "Enlisted Records and Evaluation Center (EREC)" as authorized by an official message. When you select this option from the "Routing Addresses for Transmittals Administration Menu," the following screen will appear.

```
┌─────────────────────────────────────────────────────────┐
│     Enlisted Records and Evaluation Center (EREC) Address │
│Organization:                                              │
│COMMANDER                                                  │
│US ARMY ENLISTED RECORDS AND EVALUATION CENTER             │
│Street Address:                                            │
│ATTN: PCRE - FT                                            │
│City: FORT BEN HARRISON     State: IN ZIP: 46249-5301      │
│                                                           │
│          F3 = SAVE to commit work; F6 = CANCEL            │
└─────────────────────────────────────────────────────────┘
```

Figure 5.7-22. Enlisted Records and Evaluation Center

This screen lets you change the address of the department of EREC.

Field	Description
Organization:	Enter the EREC, the room number and/or mail stop.
Street Address:	Enter the location and the name of the street.
City:	Enter the city of the EREC.
State:	Enter the state code or press <F2> for choices.
Zip Code:	Enter a 5-digit or 9-digit Zip Code.

Press <F3> to save data or <F6> to cancel.

5.7.1.21   Personnel Command (PERSCOM).

This option, allows the SA/FA to change the address of the "Personnel Command (PERSCOM)" as authorized by an official message. When you select this option from the "Routing Addresses for Transmittals Administration Menu," the following screen will appear.

```
        Personnel Command (PERSCOM) Address
Organization:
COMMANDER, PERSCOM
ATTN: TAPC - MSR
Street Address:
200 STOVALL STREET
City: ALEXANDRIA            State: VA ZIP: 22332-1340

        F3 = SAVE to commit work; F6 = CANCEL
```

Figure 5.7-23. Personnel Command

This screen lets you change the address of PERSCOM.

Field	Description
Organization:	Enter the PERSCOM, the room number and/or mail stop.
Street Address:	Enter the location and the name of the street.
City:	Enter the city of the PERSCOM.
State:	Enter the state code or press <F2> for choices.
Zip Code:	Enter a 5-digit or 9-digit Zip Code.

Press <F3> to commit work or <F6> to cancel.

5.7.1.22   Department of Veterans Affairs.

This option allows the SA/FA to change the address of the "Department of Veterans Affairs" as authorized by an official message. When you select this option from the "Routing Addresses for Transmittals Administration Menu," the following screen will appear.

```
        Department of Veterans Affairs Address
Organization:
VETERANS AFFAIRS

Street Address:
810 VERMONT AVE N.W.
City: WASHINGTON            State: DC ZIP: 20420-____

        F3 = SAVE to commit work; F6 = CANCEL
```

Figure 5.7-24. Department of Veterans Affairs

This screen lets you change the national address of the Department of Veterans Affairs (VA).

Field	Description

Organization: Enter the Department of VA, the room number and/or mail stop.

Street Address: Enter the location and the name of the street.

City: Enter the city of the Department of Veteran Affairs.

State: Enter the state code or press <F2> for choices.

Zip Code: Enter a 5-digit or 9-digit Zip Code.

Press <F3> to commit work or <F6> to cancel.

5.7.1.23 Department of VA Regional Office.

This option allows the SA/FA to change the address of the "Department of Veterans Affairs Regional Office" as authorized by an official message. When you select this option from the "Routing Addresses for Transmittals Administration Menu," the following screen will appear.

```
╔══════════════════════════════════════════════════════╗
║   Department of Veterans Affairs Regional Office Address ║
║ Organization:                                          ║
║ DEPARTMENT OF VETERANS AFFAIRS REGIONAL OFFICE         ║
║                                                        ║
║ Street Address:                                        ║
║ 1763 N. ROSSLYN BLVD.                                  ║
║ City: LITTLE ROCK          State: AR ZIP: 95828-____   ║
║                                                        ║
║         F3 = SAVE to commit work; F6 = CANCEL          ║
╚══════════════════════════════════════════════════════╝
```

Figure 5.7-25. Department of VA Regional Office

This screen lets you change the address of the Department of Veteran Affairs Regional Office.

Field   Description
Organization: Enter the Department of VA Regional Office, the room number and/or mail stop.

Street Address: Enter the location and the name of the street.

City: Enter the city of the Department of VA Regional Office.

State: Enter the state code or press <F2> for choices.

Zip Code: Enter a 5-digit or 9-digit Zip Code.

Press <F3> to commit work or <F6> to cancel.

5.7.1.24 Department of VA Service Medical Records Center.

This option allows the SA/FA to change the address of the "Department of Veterans Affairs Service Medical Records Center" as authorized by an official message. When you select this option from the "Routing Addresses for Transmittals Administration Menu," the following screen will appear.

```
╔══════════════════════════════════════════════════════════╗
║ Department of Veterans Affairs Service Medical Record Center Address ║
║ Organization:                                            ║
║ VETERANS AFFAIRS SERVICE MEDICAL RECORD CENTER           ║
║ DEPARTMENT OF VETERANS AFFAIRS                           ║
║ Street Address:                                          ║
║ POST OFFICE BOX 150950                                   ║
║ City: ST LOUIS           State: MO ZIP: 63115-8950       ║
║                                                          ║
║         F3 = SAVE to commit work; F6 = CANCEL            ║
╚══════════════════════════════════════════════════════════╝
```

Figure 5.7-26. Department of VA Service Medical Records Center

This screen lets you change the address of the Department of VA Service Medical Records Center.

Field   Description
Organization: Enter the Department of VA Service Medical Records Center, the room number and/or mail stop.

Street Address:	Enter the name of the street, and the street number of the VA Service Medical Records Center.
City:	Enter the city where the VA Service Medical Records Center is located.
State:	Enter the state code or press <F2> for choices.
Zip Code:	Enter a 5-digit or 9-digit Zip Code.

Press <F3> to commit work or <F6> to cancel.

5.7.1.25 Department of VA State Office Administration Menu.

This item lets you add, change, or delete an address for a Department of VA State Office. When you select this option from the "Routing Addresses for Transmittals Administration Menu," the following screen will appear.

```
┌─VA State Office Administration Menu─┐
│>1.  Add/Change VA State Office      │
│ 2.  Delete VA State Office          │
│ 99. Return to Master Menu           │
└─────────────────────────────────────┘
```

Figure 5.7-27. Department of VA State Office Administration Menu

Highlight your selection and press <Enter>.

5.7.1.26 Add/Change VA State Office.

This item lets you add or change the address of the Department of VA of a particular State. When you select this option from the "Department of VA State Office Administration Menu," the following screen will appear.

```
┌──────────── Add/Change Transfer Activity ────────────┐
│ *** ADD RECORD ***                                    │
│>AL    POST OFFICE BOX 1509                            │
│ AR    PO BOX 1280                                     │
│ AS    PO BOX 8586                                     │
│ AZ    3225 N CENTRAL AVE - SUITE 910                  │
│ CA    PO BOX 942895                                   │
│ CO    1575 SHERMAN STREET - 1ST FLOOR - ROOM 122      │
│ CT    287 WEST STREET                                 │
│ DC    941 N CAPITOL STREET NE - ROOM 1211F            │
│ DE    PO BOX 1401 - BASEMENT                          │
│ FL    PO BOX 31883                                    │
│ GA    FLOYD VET MEMORIAL BLDG E-970                   │
│ GU    PO BOX 3279                                     │
│ HI    733 BISHOP STREET - SUITE 1270                  │
│ IA    7700 NW BEAVER DRIVE                            │
│ ID    3320 COLLINS ROAD, PO BOX 7765                  │
│ IL    PO BOX 19432                                    │
│ IN    ROOM E120                                       │
│Highlight your selection and press RETURN              │
└───────────────────────────────────────────────────────┘
```

If you select "ADD RECORD," then the following screen will appear.

```
┌──────────── Add/Change VA State Office ────────────┐
│              *  ADDING RECORD  *                    │
│                                                     │
│ State: __                                           │
│                                                     │
│ Organization:                                       │
│ _____   │
│                                                     │
│ Street Address:                                     │
│ _____   │
│ City: _____      ZIP Code: _____-____    │
│                                                     │
│         F3 = SAVE to commit work; F6 = CANCEL       │
└─────────────────────────────────────────────────────┘
```

Figure 5.7-28. Add/Change VA State Office

This screen lets you add or change the address of a particular state government's Department of Veterans Affairs.

Field	Description
State:	Enter the state code or press <F2> for choices.
Organization:	Enter the name of the state VA Office.
Street Address:	Enter the street address of the state VA Office.
City:	Enter the city where the state VA Office is located.
Zip Code:	Enter the 5-digit or 9-digit Zip Code.

Press <F3> to commit work or <F6> to cancel.

5.7.1.27   Delete VA State Office.

When you select this option from the "Department of VA State Office Administration Menu," the following screen will appear.

```
            Delete VA State Office Browse Menu
 *** DELETE ALL CODES ***
 AL    POST OFFICE BOX 1509
 AR    PO BOX 1280
 AS    PO BOX 8586
 AZ    3225 N CENTRAL AVE - SUITE 910
 CA    PO BOX 942895
 CO    1575 SHERMAN STREET - 1ST FLOOR - ROOM 122
 CT    287 WEST STREET
 DC    941 N CAPITOL STREET NE - ROOM 1211F
 DE    PO BOX 1401 - BASEMENT
 FL    PO BOX 31883
 GA    FLOYD VET MEMORIAL BLDG E-970
 GU    PO BOX 3279
 HI    733 BISHOP STREET - SUITE 1270
 IA    7700 NW BEAVER DRIVE
 ID    3320 COLLINS ROAD, PO BOX 7765
 IL    PO BOX 19432
 IN    ROOM E120

F2 = MARK to select; RETURN to commit; F6 = CANCEL
```
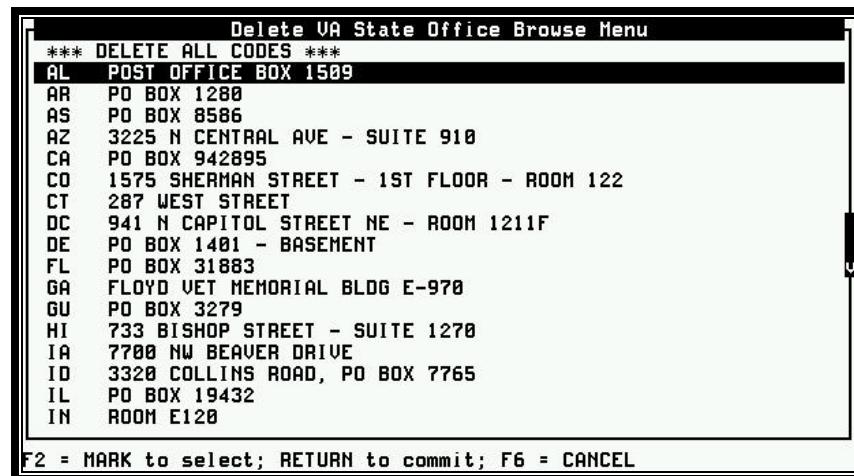
Figure 5.7-29. Delete VA State Office

This option lets you delete one or more Department of Veterans Affairs State Offices as authorized by an official message. When you mark the item that you wish to delete with <F2> and press <Enter>, the system will ask for confirmation before deletion as shown in the following screen.

```
            Delete Confirmation of Code(s)
 Item(s) selected will be permanently removed from the database

      Do you wish to delete the item(s) selected?  _

         F3 = SAVE to commit work; F6 = CANCEL
```
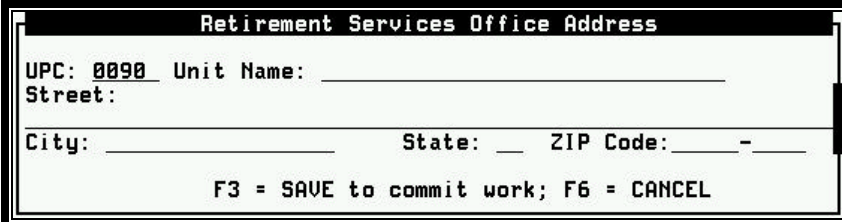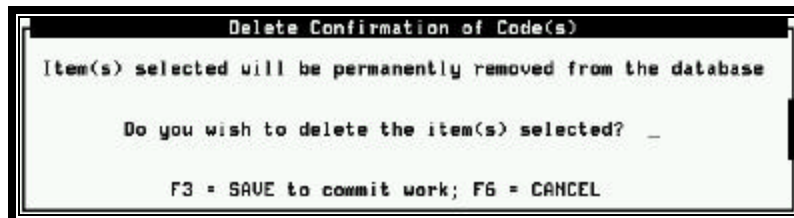
Enter <Y> and press <F3> to proceed with delete request or enter <N> to cancel the delete request. Pressing <F6> will also cancel the delete request.

5.7.1.28   State/Territory AG Office Administration Menu.

This menu, gives you access to functions to add, change, or delete an address associated with a State or Territory Adjutant General Office (AGO). When you select this option from the "Routing Addresses for Transmittals Administration Menu," the following screen will appear.

```
┌──────────────────────────────────────────┐
│    State/Territory AG Office Admin Menu    │
│ >1.  Add/Change State/Territory AG Office  │
│  2.  Delete State/Territory AG Office      │
│  99. Return to Master Menu                 │
└──────────────────────────────────────────┘
```

Figure 5.7-30. State/Territory AG Office Administration Menu

Highlight your selection and press <Enter>.

5.7.1.29   Add/Change State/Territory AG Office.

This item lets you add or change an address of a State or Territory AGO. The State or Territory AGO is used during transition or retirement processing. When you select this option from the "State/Territory AG Office Administration Menu," the following screen will appear.

```
┌──────────────────────────────────────────────┐
│    Add/Change State/Territory AG Office        │
│ *** ADD RECORD ***                             │
│ >AK   POST OFFICE BOX 5800                     │
│  AL   POST OFFICE BOX 3711                     │
│  AR   CAMP JOSEPH T. ROBINSON                  │
│  AZ   5636 EAST MCDOWELL ROAD                  │
│  CA   9800 GOETHE ROAD                         │
│  CO   6848 SOUTH REVERE PARKWAY                │
│  CT   360 BROAD STREET                         │
│  DC   2001 EAST CAPITAL STREET                 │
│  DE   FIRST REGIMENT ROAD                      │
│  FL   POST OFFICE BOX 1008                     │
│  GA   POST OFFICE BOX 17965                    │
│  GU   622 EAST HARMON INDUSTRIAL PARK ROAD     │
│  HI   3949 DIAMOND HEAD ROAD                   │
│  IA   7700 NW BEAVER DRIVE                     │
│  ID   POST OFFICE BOX 45                       │
│  IL   1301 NORTH MACARTHUR BOULEVARD           │
│  IN   2002 SOUTH HOLT ROAD                     │
│                                                │
│ Highlight your selection and press RETURN      │
└──────────────────────────────────────────────┘
```

If you select "ADD RECORD," then the following screen will appear.

```
┌──────────────────────────────────────────────┐
│       Add/Change State/Territory AG Office     │
│              *  ADDING RECORD  *               │
│                                                │
│ State/Territory: __                            │
│                                                │
│ Organization:                                  │
│ _____        │
│                                                │
│ Street Address:                                │
│ _____        │
│ City: _____ Zip Code: _____-____│
│                                                │
│        F3 = SAVE to commit work; F6 = CANCEL   │
└──────────────────────────────────────────────┘
```

Figure 5.7-31. Add/Change State/Territory AG Office

Field	Description
State/Territory:	Enter the state or territory code or press <F2> for choices.
Organization:	Enter the name of the state or territory AGO.
Street Address:	Enter the street address of the state or territory AGO.
City:	Enter the city in which the state or territory AGO is located.
Zip Code:	Enter a 5-digit or 9-digit zip code.

Press <F3> to commit work or <F6> to cancel.

5.7.1.30   Delete State/Territory AG Office.

This item lets you delete one or more, State and/or Territory AGO as authorized. When you select this option from the "State/Territory AG Office Administration Menu," the following screen will appear.

```
┌──────────────────────────────────────────────┐
│        Delete State/Territory AG Browse Menu   │
│ *** DELETE ALL CODES ***                       │
│ AK   POST OFFICE BOX 5800                      │
│ AL   POST OFFICE BOX 3711                      │
│ AR   CAMP JOSEPH T. ROBINSON                   │
│ AZ   5636 EAST MCDOWELL ROAD                   │
│ CA   9800 GOETHE ROAD                          │
│ CO   6848 SOUTH REVERE PARKWAY                 │
│ CT   360 BROAD STREET                          │
│ DC   2001 EAST CAPITAL STREET                  │
│ DE   FIRST REGIMENT ROAD                       │
│ FL   POST OFFICE BOX 1008                      │
│ GA   POST OFFICE BOX 17965                     │
│ GU   622 EAST HARMON INDUSTRIAL PARK ROAD      │
│ HI   3949 DIAMOND HEAD ROAD                    │
│ IA   7700 NW BEAVER DRIVE                      │
│ ID   POST OFFICE BOX 45                        │
│ IL   1301 NORTH MACARTHUR BOULEVARD            │
│ IN   2002 SOUTH HOLT ROAD                      │
│                                                │
│ F2 = MARK to select; RETURN to commit; F6 = CANCEL │
└──────────────────────────────────────────────┘
```

Figure 5.7-32. Delete State/Territory AG Office

When you mark the item that you wish to delete by pressing <F2> followed by <Enter>, the system will ask for confirmation before deletion as shown in the following screen.
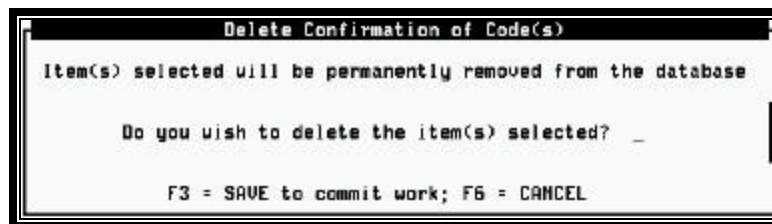
```
┌──────────────────────────────────────────────┐
│          Delete Confirmation of Code(s)        │
│ Item(s) selected will be permanently removed from the database │
│                                                │
│    Do you wish to delete the item(s) selected?  _ │
│                                                │
│       F3 = SAVE to commit work; F6 = CANCEL    │
└──────────────────────────────────────────────┘
```

Enter <Y> and press <F3> to proceed with delete request or enter <N> to cancel the delete request. Pressing <F6> will also cancel the delete request.

5.7.1.31　Service Verification Administration Menu.

This menu gives you, access to functions to add, change, or delete Service Verification (SV) elements. SV elements are used for transition or retirement processing. Selection of this option from the "Customize Data Menu" will present the following screen.

```
┌──────────────────────────────────────────────┐
│    Service Verification Administration Menu    │
│ >1.   Add/Change Service Verification          │
│  2.   Delete Service Verification              │
│  99.  Return to Master Menu                    │
└──────────────────────────────────────────────┘
```

Figure 5.7-33. Service Verification Administration Menu

Highlight your selection and press <Enter>.

5.7.1.32　Add/Change Service Verification.

This item lets you add or change a type of SV. SV items are included on the SV sub-menu that is used for retirement processing. When you select this option from the "Service Verification Administration Menu," the following screen will appear.

```
┌──────────────────────────────────────────────┐
│            Add/Change Verification Menu        │
│ *** ADD A NEW RECORD ***                       │
│ >DA FORM 1383                                  │
│  DD FORM 214                                   │
│  DD FORM 215                                   │
│  DD FORM 220 OR MEMO                           │
│  ENLISTMENTS CONTRACTS                         │
│  LEAVE AND EARNINGS STATEMENT                  │
│  NPRJ                                          │
│  NGB FORM 22/23                                │
│  ORDERS                                        │
│  STATEMENT OF SERVICE                          │
└──────────────────────────────────────────────┘
```

Figure 5.7-34. Add/Change Service Verification

If you select "ADD RECORD," then the following screen will appear.

```
╔══════════════════════════════════════════════╗
║         Add/Change Service Verification        ║
║           *  ADDING RECORD  *                  ║
║                                                ║
║ Service Verification Description:              ║
║                                                ║
║ ─────────────────────────────────────────────  ║
║                                                ║
║        F3 = SAVE to commit work; F6 = CANCEL   ║
║                                                ║
╚══════════════════════════════════════════════╝
```

This screen lets you describe a type of SV in a short sentence. Briefly, describe the type of SV and press <F3> to commit work or <F6> to cancel.

5.7.1.33   Delete Service Verification.

When you select this option from the "Service Verification Administration Menu," the following screen will appear.

```
╔══════════════════════════════════════════════╗
║        Delete Service Verification Browse Menu ║
║ *** DELETE ALL CODES ***                       ║
║ DA FORM 1383                                   ║
║ DD FORM 214                                    ║
║ DD FORM 215                                    ║
║ DD FORM 220 OR MEMO                            ║
║ ENLISTMENTS CONTRACTS                          ║
║ LEAVE AND EARNINGS STATEMENT                   ║
║ MPRJ                                           ║
║ NGB FORM 22/23                                 ║
║ ORDERS                                         ║
║ STATEMENT OF SERVICE                           ║
╚══════════════════════════════════════════════╝
```

Figure 5.7-35. Delete Service Verification

This screen lets you delete one or more SV. When you mark the item that you wish to delete with <F2> and press <Enter>, the system will ask for confirmation before deletion as shown in the following screen.

```
╔══════════════════════════════════════════════╗
║          Delete Confirmation of Code(s)        ║
║                                                ║
║ Item(s) selected will be permanently removed from the database ║
║                                                ║
║     Do you wish to delete the item(s) selected?  _ ║
║                                                ║
║        F3 = SAVE to commit work; F6 = CANCEL   ║
╚══════════════════════════════════════════════╝
```

Enter <Y> and press <F3> to proceed with delete request or enter <N> to cancel the delete request. Pressing <F6> will also cancel the delete request.

5.7.1.34   Signature Blocks Maintenance Menu.

This menu gives you, access to functions to add, change, or delete Signature Block information. Signature Blocks are used to authenticate transition or retirement documents. Select this menu from the "Customize TRANSPROC Data Menu," to display the following screen.

```
╔══════════════════════════════════════════════╗
║       Signature Block Maintenance Menu         ║
║ >1.   Add/Change Signature Block               ║
║  2.   Delete Signature Blocks                  ║
║  99. Return to Master Menu                     ║
╚══════════════════════════════════════════════╝
```

Figure 5.7-36. Signature Blocks Maintenance Menu

Highlight your selection and press <Enter>.

5.7.1.35   Add/Change Signature Block.

This option lets you add to or change existing Signature Block data to the SADB. Signature Blocks are used when specified documents are printed during transition or retirement processing. When you select this option from the "Signature Block Maintenance Menu," the following screen will appear.

```
┌─ Add/Change Signature Block ──┐
│ *** ADD RECORD ***            │
│>01   NATASHA FATALE           │
│ 02   NULL TEST                │
│ 04   SUE M. MIDDLETON         │
└───────────────────────────────┘
```

Figure 5.7-37. Add/Change Signature Block

If you select "ADD RECORD" and press <Enter>, then the following screen will appear.

```
┌─────────── Add/Change Signature Block ───────────┐
│               *  ADDING RECORD  *                │
│                                                  │
│ Signature Block Number: __                       │
│                                                  │
│ Name: _____  Rank: ____ Branch: _____  │
│ Title: _____           │
│ Organization: _____    │
│                                                  │
│ Authorized to sign: _____           │
│                                                  │
│          F3 = SAVE to commit work; F6 = CANCEL   │
└──────────────────────────────────────────────────┘
```

This screen lets you add new or change existing signature block data in the SADB. Signature Blocks are available in the form of a sub-menu for use during transition or retirement processing.

Field	Description
Signature Block Number:	Displays the Block number and it is a protected field.
Name:	Enter the soldier's name.
Rank:	Enter the soldier's military rank or civilian grade. Press <F2> for choices of military ranks.
Branch:	Enter the soldier's branch of the Army.
Title:	Enter the soldier's title.
Organization:	Enter the soldier's organization.
Authorized to Sign:	Enter type of document(s) that this person is authorized to sign or press <F2> for choices.

```
┌─ Authorized to Sign ──┐
│>RETIREMENT DOCUMENTS   │
│ TRANSITION DOCUMENTS   │
│ ALL DOCUMENTS          │
└────────────────────────┘
```
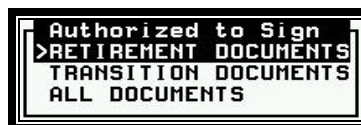
Press <F3> to commit work or <F6> to cancel.

5.7.1.36 Delete Signature Block.

This menu lets you delete one or more Signature Blocks. When you select this option from the "Signature Block Maintenance Menu," the following screen will appear.

```
┌─ Delete Signature Blocks Browse Menu ─┐
│ *** DELETE ALL CODES ***              │
│ 01   NATASHA FATALE                   │
│ 02   NULL TEST                        │
│ 04   SUE M. MIDDLETON                 │
└────────────────────────────────────────┘
```

Figure 5.7-38. Delete Signature Block

To delete an item from the Signature Block, mark the item that is to be deleted by highlighting and pressing <F2> from "Delete Signature Block Browse Menu." Then press <Enter>. The system will ask for confirmation before deletion as shown in the following screen.

```
┌──────────────────────────────────────────────────────┐
│            Delete Confirmation of Code(s)              │
│ Item(s) selected will be permanently removed from the database │
│                                                        │
│      Do you wish to delete the item(s) selected?  _    │
│                                                        │
│        F3 = SAVE to commit work; F6 = CANCEL           │
└──────────────────────────────────────────────────────┘
```
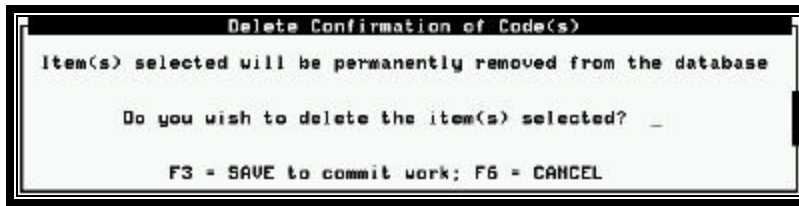
Enter <Y> and press <F3> to proceed with delete request or enter <N> to cancel the delete request. Pressing <F6> will also cancel the delete request.

5.7.1.37 Station Where Separated.

This option lets you change the address of the Station Where Separated. This address is an element of the DD Form 214. Select this menu from the "Customize TRANSPROC Data Menu," to display the following screen.

```
┌──────────────────────────────────────────────────────┐
│               Station Where Separated                 │
│ Station Name: FORT CROWN RIDGE                         │
│                                                        │
│ State: VA  ZIP Code: 22030-____                        │
│          F3 = SAVE to commit work; F6 = CANCEL         │
└──────────────────────────────────────────────────────┘
```
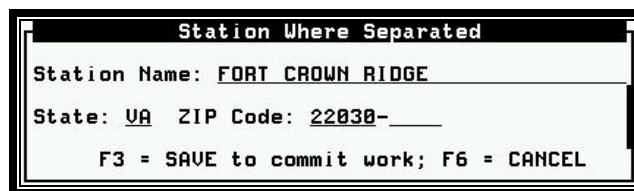
Figure 5.7-39. Station Where Separated

Field	Description
Station Name:	Enter the name of the Station.
State:	Enter the 2-character state code or press <F2> for choices.
Zip Code:	Enter a 5-digit or 9-digit Zip Code.

Press <F3> to commit work or <F6> to cancel.

5.7.1.38 Transfer Activity Administration Menu.

This menu gives you, access to functions to add, change, or delete Transfer (Activity) Points. Transition (Activity) Points are used in conjunction with transition or retirement processing. Select this menu from the "Customize TRANSPROC Data Menu," to display the following screen.

```
┌──────────────────────────────────────────────────────┐
│        Transfer Activity Administration Menu           │
│ >1.   Add/Change Transfer Activity                     │
│  2.   Delete Transfer Activity                         │
│ 99.   Return to Master Menu                            │
└──────────────────────────────────────────────────────┘
```

Figure 5.7-40. Transfer Activity Administration Menu

Highlight your selection and press <Enter>.

5.7.1.39 Add/Change Transfer Activity.

This item lets you add or change the location of a Transfer (Activity) Point to update and maintain the list of U.S. Army Installations. When you select this option from the "Transfer Activity Administration Menu," the following screen will appear.
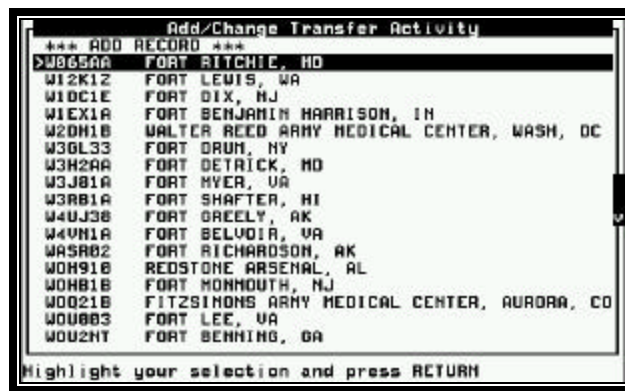
Figure 5.7-41. Add/Change Transfer Activity

If you select "ADD RECORD" and press <Enter>, then the following screen will appear.

This screen lets you decide how the text of the Transfer (Activity) Point will appear on printed forms and in sub-menu form.

Field	Description
Transition Point Code:	Enter the Transition Point Code.
Organization:	Enter the name of the Organization (U.S. Army Transition Center).
Installation:	Enter the name of the Installation.
State:	Enter the State.
Zip Code:	Enter the 5 digit or 9 digit zip code.
Print Text:	Enter the text of the Transfer (Activity) Point, as it should be printed on specified forms. For example: Fort Lewis, WA, Fort Sill, OK, et cetera.
Sub-menu Text:	Enter the text of the Transfer (Activity) Point, as it should appear in sub-menu form.

Press <F3> to commit work or <F6> to cancel the operation.

5.7.1.40 Delete Transfer Activity.

This item lets you delete one or more Transfer (Activity) Points as authorized by an official message. When you select this option from the "Transfer Activity Administration Menu," the following screen will appear.

Figure 5.7-42. Delete Transfer Activity

Highlight your selection and mark the item by pressing <F2>. Press <Enter>. The system will ask for confirmation before deletion as shown in the following screen.
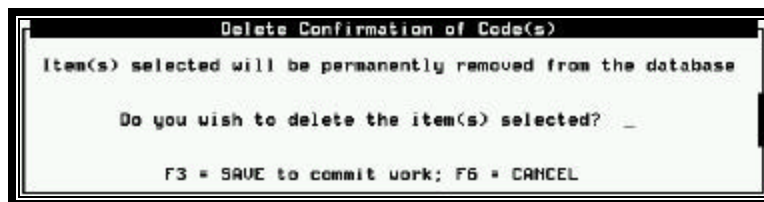
Enter <Y> and press <F3> to proceed with delete request or enter <N> to cancel the delete request. Pressing <F6> will also cancel the delete request.

5.7.1.41   Type of Separation Administration Menu.

This menu gives you, access to functions to add, change, or delete Type of Separation elements. These elements are used in conjunction with transition or retirement processing. Select this menu from the "Customize TRANSPROC Data Menu," to display the following screen.

Figure 5.7-43. Type of Separation Administration Menu

Highlight your selection and press <Enter>.

5.7.1.42   Add/Change Type of Separation.

This menu lets you add or change a type of separation that will be included on a sub-menu for transition or retirement processing. Each type may be associated with a Standard Installation Division Personnel System (SIDPERS) separation code and/or one or more Orders Formats. When you select this option from the "Type of Separation Administration Menu," the following screen will appear.
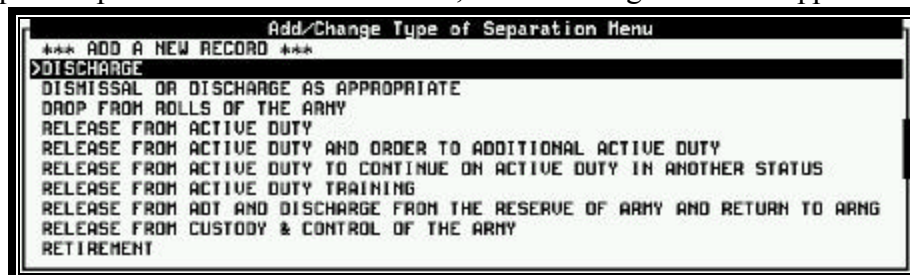
Figure 5.7-44. Add/Change Type of Separation

If you select "ADD RECORD" and press <Enter>, then the following screen will appear.

```
                       Add/Change Type of Separation
                         *  ADDING RECORD  *

Description:



             F3 = SAVE to commit; F6 = CANCEL
```

Enter text that describes the type of separation. Press <F3> to commit work or <F6> to cancel the operation.

5.7.1.43   Delete Type of Separation.

When you select this option from the "Type of Separation Administration Menu," the following screen will appear.

```
                   Delete Type of Separation Browse Menu
*** DELETE ALL CODES ***
DISCHARGE
DISMISSAL OR DISCHARGE AS APPROPRIATE
DROP FROM ROLLS OF THE ARMY
RELEASE FROM ACTIVE DUTY
RELEASE FROM ACTIVE DUTY AND ORDER TO ADDITIONAL ACTIVE DUTY
RELEASE FROM ACTIVE DUTY TO CONTINUE ON ACTIVE DUTY IN ANOTHER STATUS
RELEASE FROM ACTIVE DUTY TRAINING
RELEASE FROM ADT AND DISCHARGE FROM THE RESERVE OF ARMY AND RETURN TO ARNG
RELEASE FROM CUSTODY & CONTROL OF THE ARMY
RETIREMENT
```

Figure 5.7-45. Delete Type of Separation

Highlight your selection and mark the item by pressing <F2>. Press <Enter>. The system will ask for confirmation before deletion as shown in the following screen.

```
                   Delete Confirmation of Code(s)
   Item(s) selected will be permanently removed from the database

         Do you wish to delete the item(s) selected?  _

              F3 = SAVE to commit work; F6 = CANCEL
```

Enter <Y> and press <F3> to proceed with delete request or enter <N> to cancel the delete request. Pressing <F6> will also cancel the delete request.

5.7.1.44   Rank Code Administration Menu.

This menu lets the SA add or delete the rank codes as specified by an official message. Select this menu from the "Customize TRANSPROC Data Menu," to display the following screen.

```
    Rank Code Administration Menu
>1.   Add/Change Rank Code
 2.   Delete Rank Codes
 99. Return to Master Menu
```

Figure 5.7-46. Rank Code Administration Menu

Highlight your selection and press <Enter>.

5.7.1.45   Add/Change Rank Code.

This item lets the SA add or change information associated with Ranks. When you select this option from the "Rank Code Administration Menu," the following screen will appear.

```
┌──────────────────────────────────────────┐
│           Add/Change Rank Code            │
│ *** ADD RECORD ***                        │
│>PV1    E1      PRIVATE E1                  │
│ PV2    E2      PRIVATE E2                  │
│ PFC    E3      PRIVATE FIRST CLASS         │
│ SPC    E4      SPECIALIST 4                │
│ CPL    E4      CORPORAL                    │
│ SGT    E5      SERGEANT                    │
│ SSG    E6      STAFF SERGEANT              │
│ SFC    E7      SERGEANT FIRST CLASS        │
│ 1SG    E8      FIRST SERGEANT              │
│ MSG    E8      MASTER SERGEANT             │
│ SGM    E9      SERGEANT MAJOR              │
│ CSM    E9      COMMAND SERGEANT MAJOR      │
│ SMA    E9      SERGEANT MAJOR OF THE ARMY  │
│ WO1    W1      WARRANT OFFICER W1          │
│ CW2    W2      CHIEF WARRANT OFFICER W2    │
│ CW3    W3      CHIEF WARRANT OFFICER W3    │
│ CW4    W4      CHIEF WARRANT OFFICER W4    │
│                                           │
│Highlight your selection and press RETURN  │
└──────────────────────────────────────────┘
```

Figure 5.7-47. Add/Change Rank Code

If you select "ADD RECORD" and press <Enter>, then the following screen will appear.

```
┌──────────────────────────────────────────┐
│           Add/Change Rank Code            │
│            *  ADDING RECORD  *            │
│                                           │
│ Rank: ___        Grade: ___               │
│                                           │
│ Rank Description: _____  │
│                                           │
│ Rank Precedence: _____                   │
│                                           │
│    F3 = SAVE to commit; F6 = CANCEL to abort │
└──────────────────────────────────────────┘
```

This screen lets you add rank codes that are not in the ILIDB.

Field	Description
Rank:	Enter a rank code.
Grade:	Enter the grade code that is associated with the rank.
Description:	Enter a short description that will appear on all rank menus.
Precedence:	Enter an integer value that will determine the order of the different rank codes.

Press <F3> to commit work or <F6> to cancel the operation.

5.7.1.46   Delete Rank Code.

When you select this option from the "Rank Code Administration Menu," the following screen will appear.
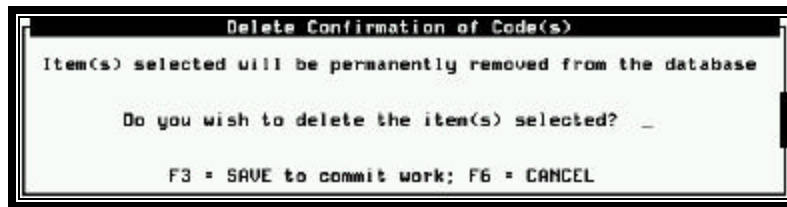
```
┌──────────────────────────────────────────┐
│        Delete Rank Codes Browse Menu      │
│ *** DELETE ALL CODES ***                  │
│ PV1    E1      PRIVATE E1                  │
│ PV2    E2      PRIVATE E2                  │
│ PFC    E3      PRIVATE FIRST CLASS         │
│ SPC    E4      SPECIALIST 4                │
│ CPL    E4      CORPORAL                    │
│ SGT    E5      SERGEANT                    │
│ SSG    E6      STAFF SERGEANT              │
│ SFC    E7      SERGEANT FIRST CLASS        │
│ 1SG    E8      FIRST SERGEANT              │
│ MSG    E8      MASTER SERGEANT             │
│ SGM    E9      SERGEANT MAJOR              │
│ CSM    E9      COMMAND SERGEANT MAJOR      │
│ SMA    E9      SERGEANT MAJOR OF THE ARMY  │
│ WO1    W1      WARRANT OFFICER W1          │
│ CW2    W2      CHIEF WARRANT OFFICER W2    │
│ CW3    W3      CHIEF WARRANT OFFICER W3    │
│ CW4    W4      CHIEF WARRANT OFFICER W4    │
└──────────────────────────────────────────┘
```
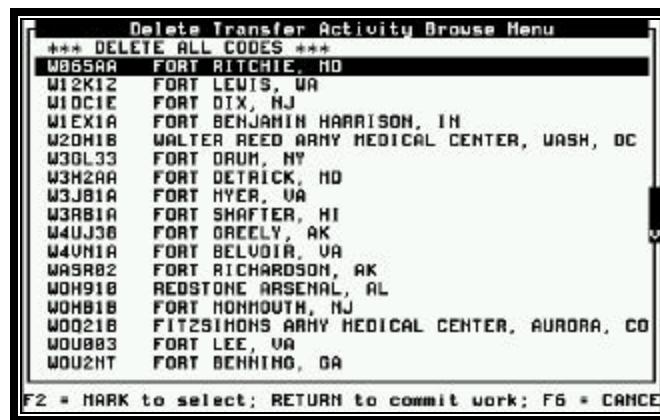
Figure 5.7-48. Delete Rank Code

Highlight your selection and mark the item by pressing <F2>. Press <Enter> to delete. The system will ask for confirmation before deletion as shown in the following screen.

```
╔══════════════════════════════════════════════════════╗
║            Delete Confirmation of Code(s)              ║
║ Item(s) selected will be permanently removed from the database ║
║                                                        ║
║         Do you wish to delete the item(s) selected?  _ ║
║                                                        ║
║            F3 = SAVE to commit work; F6 = CANCEL       ║
╚══════════════════════════════════════════════════════╝
```

Enter <Y> and press <F3> to proceed with delete request or enter <N> to cancel the delete request. Pressing <F6> will also cancel the delete request.

5.7.1.47   Witness Signature Block Administration Menu.

Select this menu from the "Customize TRANSPROC Data Menu," to display the following screen.

```
╔═══════════════════════════════════════════╗
║  Witness Signature Block Administration    ║
║ >1.  Add/Change Witness Signature Blocks   ║
║  2.  Delete Witness Signature Blocks       ║
║  99. Return to Master Menu                 ║
╚═══════════════════════════════════════════╝
```

Figure 5.7-49. Witness Signature Block Administration Menu

Highlight your selection and press <Enter>.

5.7.1.48   Add/Change Witness Signature Block.

When you select this option from the "Witness Signature Block Administration Menu," the following screen will appear.
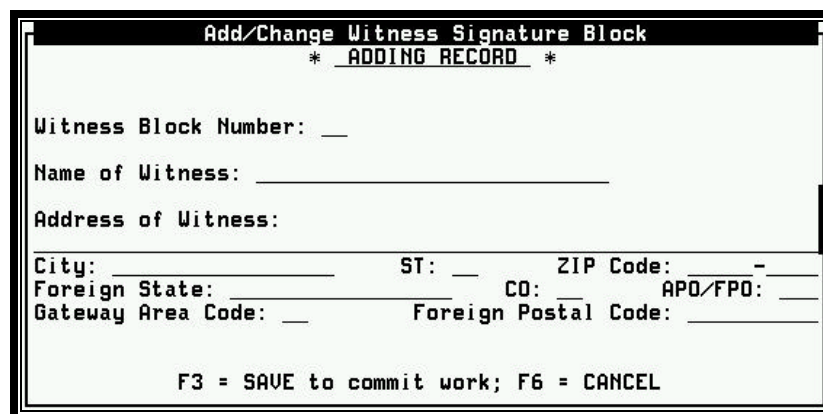
```
╔═══════════════════════════════════════════╗
║  Add/Change Witness Signature Block        ║
║ *** ADD RECORD ***                         ║
║ >01   Wolf the Man                         ║
║  02   Frank N. Stein                       ║
║  11   MARLYCE HAAGENSON                     ║
║  12   PATRICK A. BARBER                     ║
║  13   THOMAS A. GRADY JR                    ║
║  14   ANTHONY F. LA SCOLA JR.               ║
║  15   EMORY D. NEAL                         ║
╚═══════════════════════════════════════════╝
```

Figure 5.7-50. Add/Change Witness Signature Block

If you select "ADD RECORD" and press <Enter>, then the following screen will appear.

```
╔══════════════════════════════════════════════════════╗
║           Add/Change Witness Signature Block           ║
║                 *  ADDING RECORD  *                    ║
║                                                        ║
║                                                        ║
║ Witness Block Number: __                               ║
║                                                        ║
║ Name of Witness: _____          ║
║                                                        ║
║ Address of Witness:                                    ║
║                                                        ║
║ City: _____    ST: __    ZIP Code: _____-___ ║
║ Foreign State: _____  CO: __    APO/FPO: __  ║
║ Gateway Area Code: __         Foreign Postal Code: _____ ║
║                                                        ║
║          F3 = SAVE to commit work; F6 = CANCEL         ║
╚══════════════════════════════════════════════════════╝
```

Press <F3> to commit work or <F6> to cancel the operation.

5.7.1.49   Delete Witness Signature Block.

When you select this option from the "Witness Signature Block Administration Menu," the following

screen will appear.

```
Delete Witness Signature Blocks
*** DELETE ALL CODES ***
01    Wolf the Man
02    Frank N. Stein
11    MARLYCE HAAGENSON
12    PATRICK A. BARBER
13    THOMAS A. GRADY JR
14    ANTHONY F. LA SCOLA JR.
15    EMORY D. NEAL
```
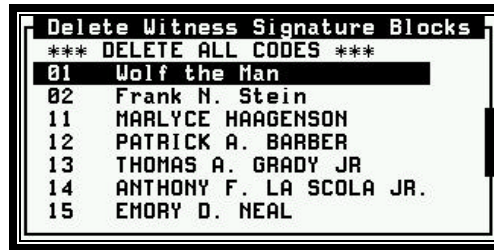
Figure 5.7-51. Delete Witness Signature Block

Highlight your selection and mark the item by pressing <F2>. Press <Enter> to delete. The system will ask for confirmation before deletion as shown.

```
Delete Confirmation of Code(s)

Item(s) selected will be permanently removed from the database


Do you wish to delete the item(s) selected?  _


F3 = SAVE to commit work; F6 = CANCEL
```
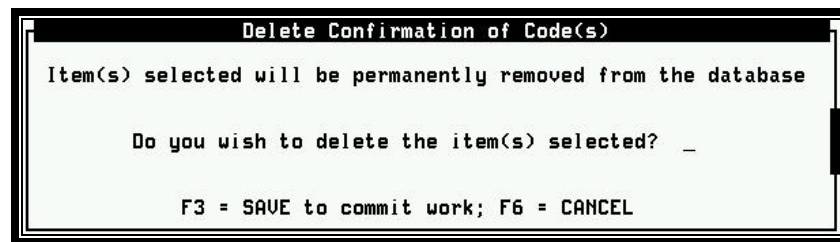
Enter <Y> and press <F3> to proceed with delete request or enter <N> to cancel the delete request. Pressing <F6> will also cancel the delete request.

5.7.1.50   Command Code Menu.

This menu lets you add, change, or delete the description given to each Major Army Command (MACOM) code. Select this menu from the "Customize TRANSPROC Data Menu," to display the following screen.

```
      Command Code Menu
>1.   Add/Change MACOM Data
 2.   Delete MACOM Data
99.   Return to Master Menu
```

Figure 5.7-52. Command Code Menu

Highlight your selection and press <Enter>.

5.7.1.51   Add/Change MACOM Code.

This item lets you add or change a MACOM code that does not exist, or is no longer maintained in the ILIDB. When you select this option from the "Command Code Menu," the following screen will appear.

```
┌─────────────────────────────────────────────────────────────┐
│               Add/Change Command Code                          │
│ *** ADD RECORD ***                                            │
│▐1R    FIRST US ARMY (US ARMY RESERVE)                       ▌ │
│  2R    SECOND US ARMY (US ARMY RESERVE)                       │
│  4R    FOURTH US ARMY (US ARMY RESERVE)                       │
│  5R    FIFTH US ARMY (US ARMY RESERVE)                        │
│  6R    6TH US ARMY (US ARMY RESERVE)                          │
│  AE    US ARMY ACQUISITION EXECUTIVE SUPPORT AGENCY (AAESA)   │
│  AR    US ARMY RESERVE UNITS                                  │
│  AS    US ARMY INTELLIGENCE AND SECURITY COMMAND              │
│  AU    US ARMY AUDIT AGENCY (AAA)                             │
│  CB    US ARMY CRIMINAL INVESTIGATION COMMAND                 │
│  CE    US ARMY CORPS OF ENGINEERS                             │
│  CS    OFFICE, CHIEF OF STAFF, US ARMY                        │
│  CT    US ARMY CENTRAL COMMAND (USARCENTI)                    │
│  CZ    US ARMY INFORMATION SYSTEMS COMMAND (USAISC)           │
│  DF    DEPARTMENT OF DEFENSE AGENCY                           │
│  E0    59TH ORDNANCE BRIGADE                                  │
│  E1    US ARMY, EUROPE AND SEVENTH ARMY                       │
│                                                               │
│ Highlight your selection and press RETURN                     │
└─────────────────────────────────────────────────────────────┘
```

Figure 5.7-53. Add/Change MACOM Code

Highlight the item you wish to edit and press <Enter> to continue. If you select "ADD RECORD" and press <Enter>, then the following screen will appear.

```
┌─────────────────────────────────────────────────────────────┐
│                    Add/Change MACOM                           │
│                   *  ADDING RECORD  *                         │
│                                                               │
│ Code: __                                                      │
│ Name: _____              │
│                                                               │
│                                                               │
│          F3 = SAVE to commit work;  F6 = CANCEL               │
└─────────────────────────────────────────────────────────────┘
```
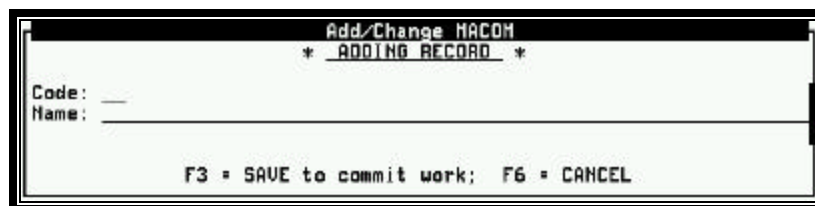
Enter the MACOM code to be added and a sentence that describes the MACOM. Press <F3> to commit work or <F6> to cancel the operation.

5.7.1.52   Delete MACOM Code.

This item lets you delete one or more MACOM elements as authorized by an official message. When you select this option from the "Command Code Menu," the following screen will appear.

```
┌─────────────────────────────────────────────────────────────┐
│             Delete Command Code Browse Menu                   │
│ *** DELETE ALL CODES ***                                      │
│▐1R    FIRST US ARMY (US ARMY RESERVE)                       ▌ │
│  2R    SECOND US ARMY (US ARMY RESERVE)                       │
│  4R    FOURTH US ARMY (US ARMY RESERVE)                       │
│  5R    FIFTH US ARMY (US ARMY RESERVE)                        │
│  6R    6TH US ARMY (US ARMY RESERVE)                          │
│  AE    US ARMY ACQUISITION EXECUTIVE SUPPORT AGENCY (AAESA)   │
│  AR    US ARMY RESERVE UNITS                                  │
│  AS    US ARMY INTELLIGENCE AND SECURITY COMMAND              │
│  AU    US ARMY AUDIT AGENCY (AAA)                             │
│  CB    US ARMY CRIMINAL INVESTIGATION COMMAND                 │
│  CE    US ARMY CORPS OF ENGINEERS                             │
│  CS    OFFICE, CHIEF OF STAFF, US ARMY                        │
│  CT    US ARMY CENTRAL COMMAND (USARCENTI)                    │
│  CZ    US ARMY INFORMATION SYSTEMS COMMAND (USAISC)           │
│  DF    DEPARTMENT OF DEFENSE AGENCY                           │
│  E0    59TH ORDNANCE BRIGADE                                  │
│  E1    US ARMY, EUROPE AND SEVENTH ARMY                       │
│ F2 = MARK to select; RETURN to commit; F6 = CANCEL            │
└─────────────────────────────────────────────────────────────┘
```

Figure 5.7-54. Delete MACOM Code

Highlight your selection and mark the item by pressing <F2>. Press <Enter> to delete. The system will ask for confirmation before deletion. Enter <Y> and press <F3> to proceed with delete request or enter <N> to cancel the delete request. Pressing <F6> will also cancel the delete request.

5.7.1.53   ASI Title Lookup Administration Menu.

This menu lets you add, change or delete ASI and ASI titles from the asi_lookup table. Select this

menu from the "Customize TRANSPROC Data Menu," to display the following screen.

```
┌ ASI Title Lookup Administration Menu ┐
│>1.  Add/Change ASI Title              │
│ 2.  Delete ASI Title                  │
│ 99. Return to Master Menu             │
└───────────────────────────────────────┘
```

Figure 5.7-55. ASI Title Lookup Administration Menu

Highlight your selection and press <Enter>.

5.7.1.54   Add/Change ASI Code/Title.

Select this menu from the "ASI Title Lookup Administration Menu," to display the following screen.

```
┌─────────────── Add/Change ASI Code/Title ───────────────┐
│ *** ADD RECORD ***                                      │
│>1C E SATELLITE SYSTEMS/NETWORK COORDINATOR              │
│ 2S E BATTLE STAFF OPERATIONS                            │
│ 3A W AVIONICS AND NAVIGATION EQUIPMENT REPAIR TECHNICIAN│
│ 3A O JOINT DUTY ASSIGNMENT                              │
│ 3B O M551 ARMOR RECONNAISSANCE VEHICLE                  │
│ 3C O M60A1-A3 AND M48 SERIES TANK                       │
│ 3D O GOVERNMENT CONTRACT LAW SPECIALIST                 │
│ 3E W SATELLITE COMMUNICATIONS SYSTEM REPAIR TECHNICIAN  │
│ 3E O TACTICAL EXPLOITATION OF NATIONAL CAPABILITIES (TENCAP)│
│ 3F O PATENT LAW SPECIALIST                              │
│ 3G O CLAIMS/LITIGATION SPECIALIST                       │
│ 3H O JOINT PLANNER                                      │
│ 3I O STRENGTH MANAGEMENT OFFICER (SMO)                  │
│ 3K O JOINT COMMAND CONTROL AND COMMUNICATIONS (C3)      │
│ 3L O JOINT SPECIALTY OFFICER                            │
│ 3M O M1/M1A1 ABRAMS TANK                                │
│ 3N O INTERNATIONAL LAW SPECIALIST                       │
│                                                         │
│Highlight your selection and press RETURN                │
└─────────────────────────────────────────────────────────┘
```

Figure 5.7-56. Add/Change ASI Code/Title

Highlight the code/title that you want to change or select "ADD RECORD" if you want to add a new code/title. If you have selected "ADD RECORD," then the following screen will appear.

```
┌──────────────── Add/Change ASI Code ────────────────┐
│                * ADDING RECORD *                    │
│                                                     │
│ MPC: _        ASI Code: __                          │
│                                                     │
│ ASI Title:                                          │
│ ─────────────────────────────────────────────      │
│                                                     │
│ Closed to Women: N                                  │
│                                                     │
│    F3 = SAVE to commit; F6 = CANCEL to abort        │
└─────────────────────────────────────────────────────┘
```

This screen lets you add or change Additional Skill Indicator (ASI) Titles/Codes that are in the TRANSPROC asi_title_lookup table.

Field	Description
MPC:	Enter the military personnel class that is appropriate for the ASI Title being changed or added or press <F2> for choices.

```
┌ Military Personnel Class Code ┐
│                               │
│>ENLISTED                      │
│ WARRANT OFFICER               │
│ OFFICER                       │
└───────────────────────────────┘
```

ASI Code:	Enter the two character ASI code that is to be added or changed.
Title:	Enter a sentence that describes the ASI Code.
Closed to Women:	Enter <Y> if the ASI is closed to women. Enter <N> if the ASI is

approved for the women.

Press <F3> to commit work or <F6> to cancel.

5.7.1.55 Delete ASI Code/Title.

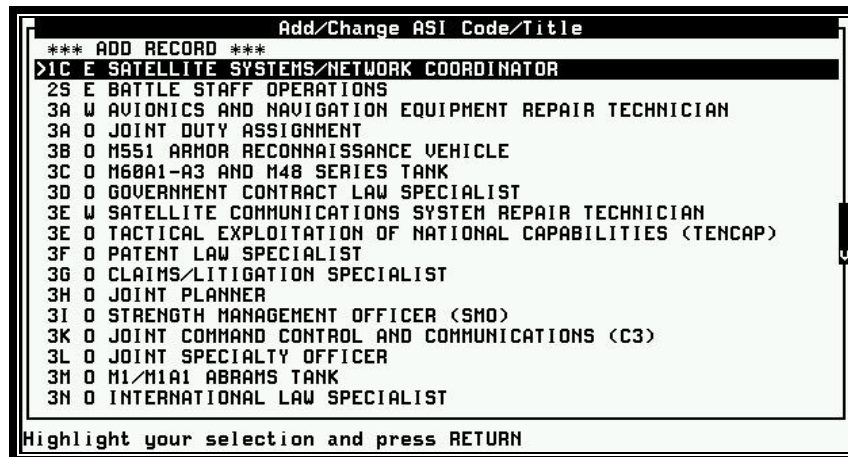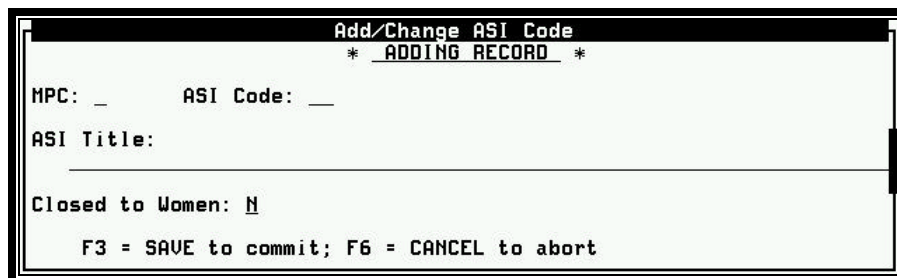Select this menu from the "ASI Title Lookup Administration Menu," to display the following screen.

```
                    Delete ASI Title Browse Menu
*** DELETE ALL CODES ***
1C E SATELLITE SYSTEMS/NETWORK COORDINATOR
2S E BATTLE STAFF OPERATIONS
3A W AVIONICS AND NAVIGATION EQUIPMENT REPAIR TECHNICIAN
3A O JOINT DUTY ASSIGNMENT
3B O M551 ARMOR RECONNAISSANCE VEHICLE
3C O M60A1-A3 AND M48 SERIES TANK
3D O GOVERNMENT CONTRACT LAW SPECIALIST
3E W SATELLITE COMMUNICATIONS SYSTEM REPAIR TECHNICIAN
3E O TACTICAL EXPLOITATION OF NATIONAL CAPABILITIES (TENCAP)
3F O PATENT LAW SPECIALIST
3G O CLAIMS/LITIGATION SPECIALIST
3H O JOINT PLANNER
3I O STRENGTH MANAGEMENT OFFICER (SMO)
3K O JOINT COMMAND CONTROL AND COMMUNICATIONS (C3)
3L O JOINT SPECIALTY OFFICER
3M O M1/M1A1 ABRAMS TANK
3N O INTERNATIONAL LAW SPECIALIST

F2 = MARK to select; RETURN to commit; F6 = CANCEL
```

Figure 5.7-57. Delete ASI Code/Title

Press <F2> to mark the items you want to delete and press <Enter>. The system will display the following confirmation screen before the deletion occurs.

```
              Delete Confirmation of Code(s)
  Item(s) selected will be permanently removed from the database

          Do you wish to delete the item(s) selected?  _

              F3 = SAVE to commit work; F6 = CANCEL
```

Enter <Y> and press <F3> to proceed with delete request or enter <N> to cancel the delete request. Pressing <F6> will also cancel the delete request.

5.7.1.56 Service School Administration Menu.

This menu lets the SA add or delete the service schools for use in the 'Military Education Information' portion of the 'DD Form 214 Information' module. Select this menu from the "Customize TRANSPROC Data Menu," to display the following screen.

```
  Service School Administration Menu
>1.  Add/Change Service School
 2.  Delete Service School
99.  Return to Master Menu
```

Figure 5.7-58. Service School Administration Menu

Highlight your selection and press <Enter>.

5.7.1.57 Add/Change Service School.

This item lets you add a service school that is not currently available in the SADB or change the service school. Select this menu from the "Service School Administration Menu," to display the following screen.

```
┌─ Add/Change Service School ─┐
│>*** ADD RECORD ***          │
└─────────────────────────────┘
```

Figure 5.7-59. Add/Change Service School

Highlight the service school that you want to change or select "ADD RECORD" to add a new service school. Selection of "ADD RECORD" will display the following screen.

```
┌────────────────────────────────────────────────────────┐
│              Add/Change Service School                   │
│                *  ADDING RECORD  *                       │
│                                                          │
│ Menu Text: _____               │
│                                                          │
│ Printed Text: _____       │
│               _____       │
│                                                          │
│          F3 = SAVE to continue; F6 = CANCEL              │
└────────────────────────────────────────────────────────┘
```

Enter the menu text and print text and press <F3> to commit work.

5.7.1.58   Delete Service School.

This item lets you delete a service school from the SADB or change the service school. Select this menu from the "Service School Administration Menu," to display the following screen.

```
┌─ Delete Service School Browse Menu ─┐
│ *** DELETE ALL CODES ***            │
└─────────────────────────────────────┘
```
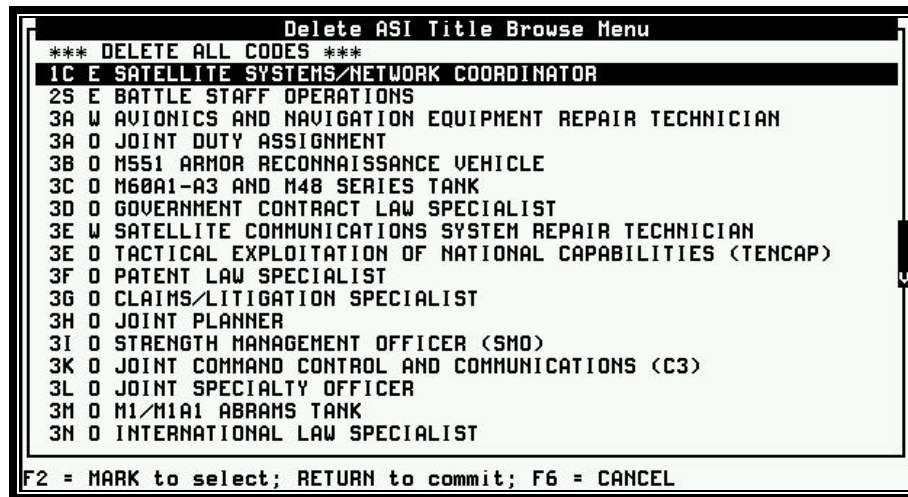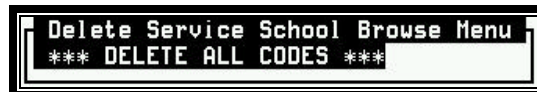
Figure 5.7-60. Delete Service School

Press <F2> to mark the items you want to delete and press <Enter>. The system will display the following confirmation screen before deletion.

```
┌────────────────────────────────────────────────────────┐
│             Delete Confirmation of Code(s)               │
│                                                          │
│ Item(s) selected will be permanently removed from the database │
│                                                          │
│      Do you wish to delete the item(s) selected?  _      │
│                                                          │
│         F3 = SAVE to commit work; F6 = CANCEL            │
└────────────────────────────────────────────────────────┘
```

Enter <Y> and press <F3> to proceed with delete request or enter <N> to cancel the delete request. Pressing <F6> will also cancel the delete request.

5.7.1.59   Change Soldier's SSN.

This menu lets you change a soldier's SSN that was incorrectly added to the installation SADB by a TRANSPROC II user. You cannot change the SSN of soldiers that have been added to the ILIDB through SIDPERS or another ISM. Select this menu from the "Transition/Retirement Administration Menu," to display the following screen.

```
┌────────────────────────────────────────────────────────┐
│             Change Soldier's SSN Information             │
│                                                          │
│ SSN: 999990028  Name: TWENTYEIGHTH DJMS TEST    Rank: LTC│
│                                                          │
│ Change SSN to: _____                                 │
│          F3 = SAVE to continue; F6 = CANCEL              │
└────────────────────────────────────────────────────────┘
```

Figure 5.7-61. Change Soldier's SSN

Field	Description
SSN:	Enter the soldier's incorrect SSN.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.
Change SSN to:	Enter the soldier's correct SSN.

Press <F3> to change the SSN. Before changing the soldier's SSN, the system will display the following warning message to confirm or deny your intention of changing a soldier's SSN.

```
┌──────────────── Change Soldier's SSN Confirmation ────────────────┐
│ If this soldier has been processed by any other ISM under the      │
│ SSN you are changing, the soldier's data in that ISM will be       │
│ lost.                                                              │
│                                                                    │
│        Changing Soldier's SSN from 000000006 to 000000007          │
│                                                                    │
│          Do you want to change this Soldier's SSN? _               │
│                                                                    │
│                F3 = SAVE to commit work; F6 = CANCEL               │
└────────────────────────────────────────────────────────────────────┘
```
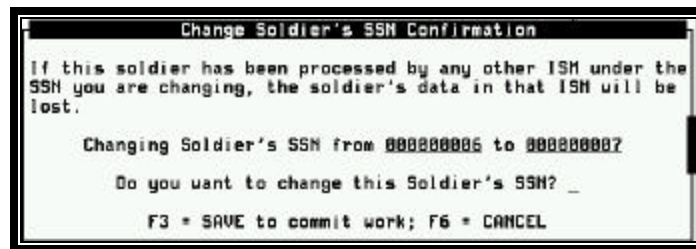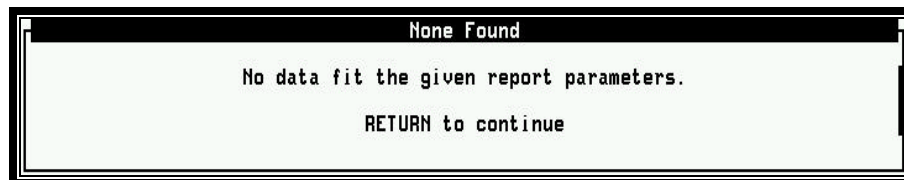
Field	Description
Change Soldier's SSN from:	Displays the current protected SSN.
Change Soldier's SSN to:	Displays the correct protected SSN.
Do you want to change the Soldier's SSN?:	Enter <Y> for Yes or <N> for No.

Press <F3> to commit work or <F6> to cancel the change request. In case, the data for the new SSN already exists either in SADB or ILIDB, then the following warning messages will appear.

```
┌──────────────────────────── Data Exists ────────────────────────────┐
│            Data currently exists in the SADB for the SSN:            │
│                             000000007                                │
│                   You may NOT change to this SSN                     │
│              until you delete all corresponding data.                │
│                                                                      │
│                         RETURN to continue                           │
└──────────────────────────────────────────────────────────────────────┘
```

In case the soldier's data was not initiated through TRANSPROC II, then the following warning message will appear.

```
┌──────────────────────────── None Found ────────────────────────────┐
│                No data fit the given report parameters.              │
│                                                                      │
│                         RETURN to continue                           │
└──────────────────────────────────────────────────────────────────────┘
```

Press <Enter> to continue.

5.7.1.60   Un-Tag a Soldier's Record.

This option lets you un-tag the record of a soldier who has had a DD Form 214 printed. When a soldier's record is un-tagged, all authorized personnel will be able to access the soldier's data, and you will be able to reprint the soldier's DD Form 214. Soldier records in TRANSPROC are "tagged" after 1) a soldier's Date of Separation has passed; and 2) the soldier's DD Form 214 has been printed.

Tagged records can be accessed in any of the data entry screens but the DD Form 214 cannot be re-printed. The Tagged/Archived Soldier Information Report can be used to view or print the

information that appeared on the DD Form 214. When a record is un-tagged, it is treated as if the DD Form 214 has not been printed. When the DD Form 214 is re-printed, the record is re-tagged. Select this menu from the "Transition/Retirement Administration Menu," to display the following screen.

```
┌────────────────────────────────────────────────┐
│            Un-Tag a Soldier's Record             │
│                                                  │
│ SSN: 999990028  Name: TWENTYEIGHTH DJMS TEST     Rank: LTC │
│                                                  │
│          F3 = SAVE to continue; F6 = CANCEL      │
│                                                  │
└────────────────────────────────────────────────┘
```

Figure 5.7-62. Un-Tag a Soldier's Record

This screen relates to the printing of the DD Form 214.

Field	Description
SSN:	Enter the soldier's SSN.
Name:	The soldier's name appears and protected.
Rank:	The soldier's rank appears and protected.

If you press <F3> to un-tag then the system will prompt you for confirmation with the following screen.

```
┌──────────────────────────────────────────────┐
│      Un-Tag a Soldier's Record Confirmation    │
│ When a record is un-tagged, the DD Form 214 for │
│ that soldier can be re-printed.                │
│                                                │
│ Do you want to un-tag this soldier's record? _ │
│                                                │
│  F3 = SAVE to commit work; F6 = CANCEL to abort │
└──────────────────────────────────────────────┘
```

This screen lets you confirm or deny your intention of un-tagging a soldier's record. Enter <Y> to un-tag this soldier's record or <N> to cancel the request. Press <F3> to commit work or <F6> to cancel.

5.7.1.61   Reprint Archived Soldier Forms.

Use this option to reprint an archived soldier's forms. The system automatically archives a soldiers form 5 days after he/she is separated. Select this menu from the "Transition/ Retirement Administration Menu," to display the following screen.

```
┌──────────────────────────────────────────────┐
│         Reprint Archived Soldier Forms          │
│                                                │
│              SSN: _____                   │
│                                                │
│ F3 = SAVE to continue; F6 = CANCEL to abort    │
└──────────────────────────────────────────────┘
```

Figure 5.7-63. Reprint Archived Soldier Forms

Enter the SSN of the soldier whose archived forms you wish to print and press <F3> to commit work or <F6> to cancel.

5.7.1.62   Administrative Reports Menu.

This menu gives you access to functions that let you view or print the SPD Entry/Change Log or the DD Form 214 Print Log. These logs are used to track the changes made to SPD codes and/or printing out of each DD Form 214 by TRANSPROC users. Select this menu from the "Transition/Retirement Administration Menu," to display the following screen.

```
┌────────────────────────────────────┐
│     Administrative Reports Menu      │
│ >1.   SPD Entry/Change Log           │
│  2.   DD Form 214 Print Log          │
│  99. Return to Master Menu           │
└────────────────────────────────────┘
```

Figure 5.7-64. Administrative Reports Menu

5.7.1.63   SPD Entry/Change Log.

The SPD Entry/Change Log shows the user's logname, user's full name, date of change, the soldier's SSN, and new and/or old SPD codes. This item lets you display or print a report summarizing all the SPD entries and/or changes made by a TRANSPROC user. When you select this option from the "Administrative Reports Menu," the following screen will appear.

Figure 5.7-65. SPD Entry/Change Log

This screen lets you query to produce a report of SPD entries and/or changes made by a TRANSPROC user.

User's Logname:	Enter the user's logname.
SPD Code:	Enter the SPD code, or press <F2> for choices.

Separation Date from:	Enter the beginning date as YYYY/MM/DD.
Separation Date To:	Enter the ending date as YYYY/MM/DD.
SPD Entry/Change Date From:	Enter the beginning date as YYYY/MM/DD.
SPD Entry/Change Date To:	Enter the ending date as YYYY/MM/DD.

Press <F8/F1> to print the SPD Entry/Change Log or <F8/F2> to view the SPD Entry/ Change Log or <F6> to cancel. Pressing <F8/F2> will display the log.

In case the system does not find the log record, then it will display the following warning message.

```
                        None Found

              No data fit the given report parameters.

                        RETURN to continue
```
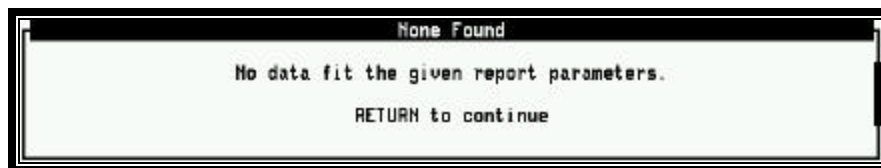
5.7.1.64   DD Form 214 Print Log.

The DD Form 214 Print Log shows the soldier's SSN, logname of user that printed the form, and print date. This item lets you view or print the DD Form 214 Print Log following a query on either a soldier's SSN, and/or on a TRANSPROC user's logname.

```
              DD Form 214 Print Log

         Soldier's SSN: _____

         User's Logname: _____

         Print Date Range
         From: _____    To: _____

  F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL
```
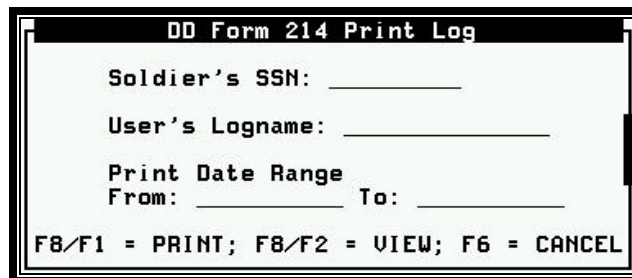
Figure 5.7-66. DD Form 214 Print Log

This screen lets you, monitor any, and all printing of the DD Form 214.

Field	Description
Soldier's SSN:	Enter the soldier's SSN.
User's Logname:	Enter the user's logname.
Print Date Range From:	Enter the beginning date.
Print Date Range To:	Enter the ending date.

Press <F8/F1> to print the SPD Entry/Change Log or <F8/F2> to view the SPD Entry/Change Log or <F6> to cancel. When the system does not find the print log record, it will display a warning message.

5.7.1.65   Records Purge Administration.

This option is to specify the time period that various records will remain in the database until they are purged automatically. This item lets you specify the default time period after which the following records will be purged (deleted permanently):

   a.   Administrative Log Records - Includes tracking data for DD Form 214 reprints

   b.   Restored Soldier Records - Includes data of soldiers that has been restored from an archived tape medium

   c.   Statistical Records - Includes a subset of Soldier Records used in various reports

   d.   Transmittal Records - Includes DA Form 200 information

Soldier Records are purged by the system automatically at the same time that they are automatically archived. (A soldier is archived five (5) days after his/her separation date.)

Select this menu from the "Transition/Retirement Administration Menu," to display the following screen.

```
            Records Purge Administration
 Type of Records              Years  Months  Weeks  Days

 Administrative Log Records     03     00      00     00
 Archived Soldier Forms/Orders  03     00      00     00
 Statistical  Records           03     00      00     00
 Transmittal  Records           03     00      00     00

         F3 = SAVE to commit work; F6 = CANCEL
```

Figure 5.7-67. Records Purge Administration

This screen lets you enter the time periods after which certain types of records will be automatically purged. There must be an entry for every type of record. The application uses 30 day months and 360 day years when calculating a given purge date. Please note that a soldier's records are purged immediately after his/her forms are archived. The minimum and maximum values are 6 months and 3 years respectively.

Type of Records	Default Purge Date
Administrative Log	6 months after the date of printing
Archived Forms/Orders	1 year after being archived
Statistical	6 months after being written to the database
Transmittal	6 months after the shipment date

Field	Description
Years:	Enter the number of years after which records are purged. The maximum number of years before a purge is two years.
Months:	Enter the number of months after which records are purged. Any value over 11 will be added to the years field.
Weeks:	Enter the number of weeks after which records are purged. Any value over 3 will be added to the months field.
Days:	Enter the number of days after which records are purged. Any value over 6 will be added to the weeks field.

Press <F3> to commit work or <F6> to cancel.

5.7.2   Orders Customize Data Menu.

This menu gives you access, to functions that let you administer data specific to orders administration. Select this menu from the "TRANSPROC Initialization/Administration Menu," to display the following menu.

```
          Customize Orders Data Menu
 >1.  Allocate Orders Sequence Numbers
  2.  Additional Instructions Menu
  3.  Signature Blocks Maintenance Menu
  4.  Distribution Lists Menu
  5.  Format Versions Menu
  6.  Orders Heading Maintenance Menu
 99.  Return to the Master Menu
```

Figure 5.7-68. Orders Customize Data Menu

5.7.2.1   Allocate Orders Sequence Numbers.

When you select this option from the "Orders Customize Data Menu," the following screen appears.

Figure 5.7-69. Allocate Orders Sequence Numbers

This form allows the administrator to control the sequence numbers of orders issued and to update the order number sequence.

Field	Description
Beginning Sequence No.:	Enter the beginning sequence number to be allocated.
Ending Sequence No.:	Enter the ending sequence number to be allocated.

Pressing <F3> saves the entered data and <F6> cancels the operation.

5.7.2.2　Additional Instructions Menu.

When you select this Menu from the "Orders Customize Data Menu," the following screen will appear.

Figure 5.7-70. Additional Instructions Menu

5.7.2.3　Add/Change Additional Instructions.

When you select this option from the "Additional Instructions Menu," the following screen will appear.

Figure 5.7-71. Add/Change Additional Instructions

Highlight the selection that you wish to change or highlight "ADD RECORD" and press <Enter>. This will display the following screen.

```
                  Add/Change Additional Instruction
                         * ADDING RECORD *
Format: 000  Instruction: ___  Title: _____
         _____

         _____
         _____
         _____
         _____
         _____
         _____
         _____
         _____
         _____
         _____
         _____


                 F3 = SAVE to commit work; F6 = CANCEL
```

This form allows you to enter an additional instruction for orders. When "ADDING RECORD," enter the corresponding order format number and a unique instruction number.

Field	Description
Format Number:	Enter the required order format number or press <F2> for choices.
Instruction:	Enter unique instruction number. This field is required.
Title:	Enter a title for the additional instruction.

Enter up to 15 lines of additional instructions. First line is required. Press <F3> to commit work or <F6> to cancel the operation.

5.7.2.4   Delete Additional Instructions.

Highlight "Delete Additional Instructions" to delete instructions that are no longer needed. When you select this option from the "Additional Instructions Menu," the following screen appears.

```
               Delete Additional Instructions
      *** DELETE ALL CODES ***
      000   001   Rept to MWC
      000   002   Tvl alws
      000   003   HHG
      000   004   Ship pers property
      000   005   Transition Checklist
      000   006   Depn:  yes
      000   007   Depn:  no
      000   008   PTDY - yes
      000   009   PTDY - no
      000   011   RECOUP - Sep Pay (Enl)
      501   007   Trainee Less Than 90%
```

Figure 5.7-72. Delete Additional Instructions

Mark the instructions you wish to delete by highlighting and pressing <F2> and then <Enter>. The system prompts to confirm the deletion as shown in the screen below.

```
                Delete Confirmation of Code(s)
   Item(s) selected will be permanently removed from the database

       Do you wish to delete the item(s) selected?  _


             F3 = SAVE to commit work; F6 = CANCEL
```

Enter <Y> and press <F3> to proceed with delete request or enter <N> to cancel the delete request. Pressing <F6> will also cancel the delete request.

5.7.2.5   Signature Blocks Maintenance Menu.

This file contains the signature blocks of those individuals authorized to authenticate the documents for the soldiers being transitioned. Each signature block has a unique number for identification. From here, the signature block information is added, updated and deleted. When you select this Menu from "Orders Customize Data Menu," the following screen will appear.

```
┌──────────────────────────────────────┐
│ Signature Blocks Maintenance Menu     │
│>1.   Add/Change Signature Block Menu  │
│ 2.   Delete Signature Block           │
│ 99. Return to the Master Menu         │
└──────────────────────────────────────┘
```

Figure 5.7-73. Signature Blocks Maintenance Menu

5.7.2.6   Add/Change Signature Block.

To add/change a new signature block, select this option from the "Signature Blocks Maintenance Menu." The following screen will appear.

```
┌──────────────────────────────────────┐
│      Add/Change Signature Block Menu  │
│ *** ADD RECORD ***                    │
│>02   GILBERT A. VALDEZ                 │
│ 03   JACOB L. UMHOLTZ                  │
│ 99   nuttin' but trouble               │
└──────────────────────────────────────┘
```

Figure 5.7-74. Add/Change Signature Block

Select "ADD RECORD" to display the "Add/Change Signature Block form."

```
┌──────────────────────────────────────┐
│       Add/Change Signature Block      │
│            * ADDING RECORD *          │
│                                       │
│ Signature Block Number: __            │
│                                       │
│ Line 1: _____      │
│ Line 2: _____      │
│ Line 3: _____      │
│ Line 4: _____      │
│ Line 5: _____      │
│ Line 6: _____      │
│                                       │
│ Seal 1: _____      │
│ Seal 2: _____      │
│ Seal 3: _____      │
│ Seal 4: _____      │
│ Seal 5: _____      │
│                                       │
│    F3 = SAVE to commit work; F6 = CANCEL │
└──────────────────────────────────────┘
```

This screen allows you to add or change a signature block authority.

Field	Description
Signature Block No.:	Enter the 2 digit signature block number that denotes the authorized person to be added or updated. This number is the code of the authorized person responsible for soldier separation.
Line 1:	Enter full name of authorized person for the signature block. Include "JR," "SR," or "II," if appropriate. Enter as last name, first name, and middle name(s).
Line 2:	Enter rank and branch of authorized person. Use comma to separate the rank and branch. Enter the rank of a commissioned or warrant officer, or chief or acting chief of the TP/TA who is an E7, GS7 or higher. Any other rank may not be given a signature block. For commissioned and warrant officers' branches, use the two character

code designator in accordance with AR 680-29, table. 1-1. If enlisted soldier, branch cannot be updated. EX. 'SGT, AG.'

Line 3:   Enter title of command of authorized person.

Line 4:   Enter any comments relative to separation control of the authorized person.

Line 5:   Enter Line 5 of signature block.

Line 6:   Enter Line 6 of signature block.

Seal 1 through 5:   Enter line 1 through 5 of the official seal.

Press <F3> to commit work or <F6> to cancel the operation.

5.7.2.7 Delete Signature Block.

Select "Delete Signature Block" to delete signature blocks that are no longer needed. The following screen will appear.

```
          Delete Signature Block
*** DELETE ALL CODES ***
  02   GILBERT A. VALDEZ
  03   JACOB L. UMHOLTZ
  99   nuttin' but trouble
```

Figure 5.7-75. Delete Signature Block

Highlight your selection and press <Enter>. The system will prompt you with the following confirmation screen.
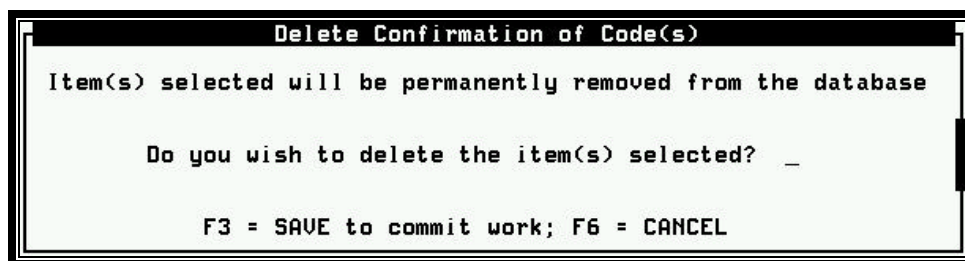
```
          Delete Confirmation of Code(s)

Item(s) selected will be permanently removed from the database


    Do you wish to delete the item(s) selected?  _


        F3 = SAVE to commit work; F6 = CANCEL
```

Enter <Y> and press <F3> to proceed with delete request or enter <N> to cancel the delete request. Pressing <F6> will also cancel the delete request.

5.7.2.8 Distribution List Menu.

Highlight this menu from the "Orders Customize Data Menu" and press <Enter> to display the "Distribution List Menu." This menu allows for the adding, changing or deleting of distribution lists. Distribution lists are used in distributing orders to appropriate offices and units after completion.

```
           Distribution Lists Menu
>1.   Add/Change Distribution List Menu
  2.   Delete Distribution List
 99.   Return to the Master Menu
```

Figure 5.7-76. Distribution List Menu

5.7.2.9 Add/Change Distribution List.

To add/change a distribution list, select this option from the "Distribution List Menu." The following screen will appear.

```
┌────────────────────────────────────────┐
│ Add/Change Distribution List Menu       │
│ *** ADD RECORD ***                       │
│▶501TRA                                   │
│ Another Distribution List                │
│ Format 501 Distr                         │
└────────────────────────────────────────┘
```

Figure 5.7-77. Add/Change Distribution List

Selection of "ADD RECORD" will display the following screen.

```
┌─────────────────────────────────────────────┐
│        Add/Change Distribution List           │
│             * ADDING RECORD *                  │
│ Name: _____ │
│ Line 1:   _____ │
│ Line 2:   _____ │
│ Line 3:   _____ │
│ Line 4:   _____ │
│ Line 5:   _____ │
│ Line 6:   _____ │
│ Line 7:   _____ │
│ Line 8:   _____ │
│ Line 9:   _____ │
│ Line 10:  _____ │
│ Line 11:  _____ │
│ Line 12:  _____ │
│ Line 13:  _____ │
│ Line 14:  _____ │
│ Line 15:  _____ │
│                                                │
│      F3 = SAVE to commit work; F6 = CANCEL     │
└─────────────────────────────────────────────┘
```

This screen adds and changes the information for a distribution list.

Field	Description
Name:	Enter the name for the distribution list. Ex: "SEPARATION ORDERS."
Line Numbers:	On each line number enter the office or authority title and the location of the office or authority. Enter building number, street name, P.O. Box, office number, city, state, and zip code of the office or authority location. Use commas to separate title, street, P.O. Box, office number, city, state, and zip code. Ex: "HQ, Transportation Center, 237 Waters St., #312, Aurora, CO, 80911-9787. "

Press <F3> to commit work or <F6> to cancel the operation.

5.7.2.10   Delete Distribution List.

To delete a distribution list, select Option #2 from the "Distribution Lists Menu." The following screen will appear.

```
┌────────────────────────────────────────┐
│  Delete Distribution List Menu          │
│ *** DELETE ALL CODES ***                 │
│ 501TRA                                   │
│ Another Distribution List                │
│ Format 501 Distr                         │
└────────────────────────────────────────┘
```
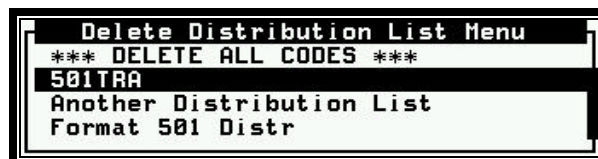
Figure 5.7-78. Delete Distribution List

Press <F2> to mark the distribution list to be deleted and press <Enter>. The system will prompt you for confirmation before deletion with the screen shown below.

```
+----------------------------------------------------------+
|            Delete Confirmation of Code(s)                |
| Item(s) selected will be permanently removed from the database |
|                                                          |
|        Do you wish to delete the item(s) selected?  _    |
|                                                          |
|           F3 = SAVE to commit work; F6 = CANCEL          |
+----------------------------------------------------------+
```

Enter `<Y>` and press `<F3>` to proceed with delete request or enter `<N>` to cancel the delete request. Pressing `<F6>` will also cancel the delete request.

5.7.2.11   Format Versions Menu.

When this menu is selected from "Orders Customize Data Menu," the following screen will appear.

```
+----------------------------------------+
|         Format Versions Menu           |
|>1.   Add/Change Format Version Menu     |
| 2.   Delete Format Version Menu         |
|99.   Return to the Master Menu          |
+----------------------------------------+
```

Figure 5.7-79. Format Versions Menu

5.7.2.12   Add/Change Format Versions.

To add/change format versions, select this option from the "Format Versions Menu." The following screen will appear.

```
+----------------------------------------+
|     Add/Change Format Version Menu     |
| *** ADD RECORD ***                     |
|>501  ENL   Format 501 - Enlisted       |
+----------------------------------------+
```

Figure 5.7-80. Add/Change Format Versions

Selection of "ADD RECORD" will display the following screen.

```
+----------------------------------------+
|      Add/Change Format Version         |
|          * ADDING RECORD *             |
|                                        |
| Format: 266   Version: ___             |
|                                        |
| Title: _____        |
|                                        |
|          F3 = SAVE; F6 = CANCEL        |
+----------------------------------------+
```

Field	Description
Format:	Enter the order format number or press `<F2>` for choices.
Version:	Enter an alphanumeric version code.
Title:	Enter a mnemonic title for the format version.

Press `<F3>` to add/change the format version or `<F6>` to cancel the operation. When you press `<F3>`, the following screen will appear.

```
+----------------------------------------+
|       Mark Additional Instructions     |
| 000  001   Rept to MWC                 |
| 000  002   Tvl alws                    |
| 000  003   HHG                         |
| 000  004   Ship pers property          |
| 000  005   Transition Checklist        |
| 000  006   Depn:  yes                  |
| 000  007   Depn:  no                   |
| 000  008   PTDY - yes                  |
| 000  009   PTDY - no                   |
| 000  011   RECOUP - Sep Pay (Enl)      |
+----------------------------------------+
```

Press <F2> to mark/unmark additional instructions for the format version being created and press <Enter> to commit work. This will display the following screen.

```
       Select Distribution List
 501TRA
>Another Distribution List
 Format 501 Distr
```

Highlight your selection and press <Enter>. This will lead you to the following screen.

```
         Select Signature Block
  02   GILBERT A. VALDEZ
 >03   JACOB L. UMHOLTZ
  99   nuttin' but trouble
```

Highlight your selection and press <Enter>. This will change the Add/Change format version menu.

5.7.2.13   Delete Format Versions.

Selection of this option from the "Format Versions Menu" will present the following screen.

```
       Delete Format Version Menu
 *** DELETE ALL CODES ***
  267  0a1    none
  501  ENL    Format 501 - Enlisted
```
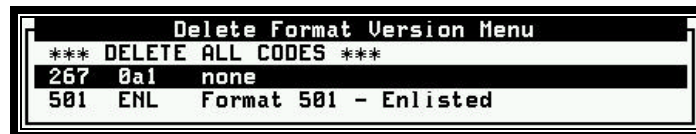
Figure 5.7-81. Delete Format Versions

Highlight your selection and press <F2> to mark the item for deletion. Press <Enter>. The system will now ask for confirmation with the following screen before deletion.

```
       Delete Confirmation of Code(s)
 Item(s) selected will be permanently removed from the database

       Do you wish to delete the item(s) selected?  _

       F3 = SAVE to commit work; F6 = CANCEL
```

Enter <Y> if you want to delete and <N> if you don't want to delete. Press <F3> to commit the work or <F6> to cancel the delete request.

5.7.2.14   Orders Heading Maintenance Menu.

Each site has specific separation information for departments, addresses, authorities, etc. Orders Heading Information, maintains all site specific, information for headings of orders. When you select "Orders Heading Maintenance Menu" from the "Orders Customize Data Menu," the following screen will appear.

```
       Orders Heading Maintenance Menu
 >1.  Add/Change Orders Heading Information
  2.  Delete Orders Heading Information
  99. Return to the Master Menu
```
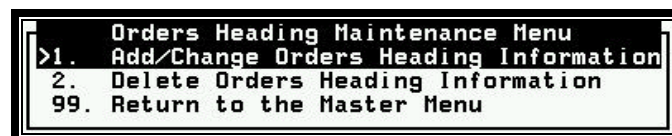
Figure 5.7-82. Orders Heading Maintenance Menu

5.7.2.15   Add/Change Orders Heading Information.

This option collects the information needed for the headers of orders. Order Heading Information maintains all site specific, information for headings of orders. Selection of this option from the "Orders Heading Maintenance Menu" will display the following screen.

```
╔══════════════════════════════════════╗
║      Add/Change Orders Heading Menu    ║
║ *** ADD RECORD ***                     ║
║>FT SILL2                               ║
║ Fort Crown Ridge                       ║
║ original header information            ║
╚══════════════════════════════════════╝
```

Figure 5.7-83. Add/Change Orders Heading Information

If you select "ADD RECORD" from the above menu, the following screen will appear.

```
╔══════════════════════════════════════════════════╗
║      Add/Change Orders Heading Information         ║
║                * ADDING RECORD *                   ║
║ Heading Title: _____  ║
║                                                    ║
║ Heading Body:  (centered automatically at print-time) ║
║                                                    ║
║    _____ ║
║    _____ ║
║    _____ ║
║    _____ ║
║                                                    ║
║ Heading for multiple pages: _____ ║
║                                                    ║
║            F3 = SAVE to commit work; F6 = CANCEL   ║
╚══════════════════════════════════════════════════╝
```

Enter the header information for orders. Enter line 1, line 2, line 3, line 4, and the multiple page headers. Press <F3> to commit work or <F6> to cancel the operation.

5.7.2.16 Delete Orders Heading Information.

Selection of this option from the "Orders Heading Maintenance Menu" will display the following screen.

```
╔══════════════════════════════════════════╗
║      Delete Orders Heading Information      ║
║ *** DELETE ALL CODES ***                   ║
║ FT SILL2                                   ║
║ Fort Crown Ridge                           ║
║ original header information                ║
╚══════════════════════════════════════════╝
```

Figure 5.7-84. Delete Orders Heading Information

Highlight your selection and mark the selection with <F2>. The system will ask for confirmation before deletion with the following screen.

```
╔════════════════════════════════════════════════════╗
║           Delete Confirmation of Code(s)             ║
║ Item(s) selected will be permanently removed from the database ║
║                                                      ║
║    Do you wish to delete the item(s) selected?  _    ║
║                                                      ║
║        F3 = SAVE to commit work; F6 = CANCEL         ║
╚════════════════════════════════════════════════════╝
```

Enter <Y> if you want to delete and <N> if you don't want to delete. Press <F3> to commit the work or <F6> to cancel the delete request.

5.7.3 Security Administration Menu

The FA must set up TRANSPROC user accounts with USERIDs and passwords. For each account, the FA can define security and access privileges. Access to these functions is restricted. The FA can add users, change user access privileges, delete users, and add alternate administrators.

Only TRANSPROC users that are authorized can access the "Security Administration Menu." Alternate administrators can set-up to perform TRANSPROC FA administration functions. To grant a user access to the TRANSPROC database and the ILIDB, DBA access is required to both of these databases. To add a user to TRANSPROC, the FA must know the valid UNIX system login name.

Initially, each user must be added by the ANSOC as a UNIX system user BEFORE being added by the FA as a TRANSPROC user. To do this, the FA submits a list of prospective users to the system

administrator at the ANSOC, which creates UNIX user accounts and assigns the login names and passwords. Selection of this menu from the "TRANSPROC Initialization/Administration Menu" will present the following screen.
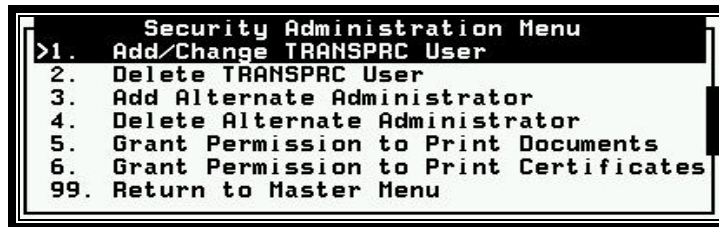
```
╔═══════════════════════════════════════╗
║      Security Administration Menu      ║
║ >1.  Add/Change TRANSPRC User          ║
║  2.  Delete TRANSPRC User              ║
║  3.  Add Alternate Administrator       ║
║  4.  Delete Alternate Administrator    ║
║  5.  Grant Permission to Print Documents║
║  6.  Grant Permission to Print Certificates║
║ 99.  Return to Master Menu             ║
╚═══════════════════════════════════════╝
```

Figure 5.7-85. Security Administration Menu

5.7.3.1   Add/Change TRANSPROC User

This option allows access privileges for users on the ISM database. A user should automatically have resource permissions to the ISM database. Aside from database privileges, to give a user the ability to add other users to the ISM, the user must be given manual permission and read/write permissions to the ISM directory. Select this function to add a new user to TRANSPROC and to grant or change user access to functions.

a.   Adding a user to TRANSPROC affects input/output as follows:

(1)   Each login profile file (."profile") is modified to add the following lines:
exec .setupISM
exit
The result is that the user immediately runs TRANSPROC upon logging in, and is logged-out immediately upon exiting TRANSPROC. Refer to the file ."setupISM" for more information.

(2)   Each user is granted "connect" access permission to the TRANSPROC database and ILIDB. The Oracle SQL Reference Manual contains details.

(3)   A record is added to the TRANSPROC security table for each functional area that the user is granted access to. These records identify the user and they are examined at run time to grant or deny permission to the functional areas listed below. All the security records for a user are called the user's "security profile."

b.   Changing TRANSPROC, user access modifies the security profile. This means that records are added or deleted, as appropriate, from the security table.

TO ADD A USER OR CHANGE ACCESS INFORMATION--

STEP 1.   Use Procedure 7,3,1 to display the add/change screen.

Figure 5.7-86. Add/Change TRANSPROC User

STEP 2.   Enter the log-in name (obtained from the ANSOC) and press <Enter>. If you entered a log-in name that does not correspond to a valid UNIX system user, an "ERROR - No Such USER!" message will appear.

STEP 3.   Enter <Y> next to the privileges you want to grant, and <N> next to the privileges you want to deny. (For all new users, the privileges have the default of "N.")

STEP 4.   Press <F3> to save the new user or changes and return to the previous screen.

5.7.3.2   Delete TRANSPROC User.

This option allows you to delete users from the application. To change information about a user, highlight the "Add/Change TRANSPROC User" option and press <Enter>. Select this function to delete a valid user from TRANSPROC. Deleting a user from TRANSPROC affects input/output as follows:

       a.   The user's login file (."profile") is modified so that the following command is removed: exec .setupISM
              exit
              The result is that upon logging in, the user is immediately logged out.

       b.   Access permissions to the TRANSPROC database and ILIDB are revoked.

       c.   Appropriate security profile records are removed from the TRANSPROC database.

TO DELETE A USER--

STEP 1.   Use Procedure 7,1,2 to display the delete screen.

Figure 5.7-87. Delete TRANSPROC User

STEP 2.   Enter the user log name and press <F3> to delete. The system will display the following 'delete confirmation' screen.

```
┌─────────────────────────────────────────────────────┐
│            Confirm Delete User: transp2               │
│ Item(s) selected will be permanently removed from the database │
│                                                       │
│        Do you wish to delete the item(s) selected?  _ │
│                                                       │
│           F3 = SAVE to commit work; F6 = CANCEL       │
└─────────────────────────────────────────────────────┘
```

Enter <Y> and press <Enter> to delete the record or <N> and press <Enter> to cancel the delete request. Pressing <F6> will also abort the delete request and take you back to "Security Administration Menu." If you have entered a user log name that does not correspond to a valid UNIX system user, the system will display an error message. Otherwise, the system will delete the user identified. If you attempt to delete someone who is not a user or the ISM administrator, then the system will display an error message screen.

Once you delete a user Log name, then you will not be able to retrieve his name. However, you can add back this user into the database with "Add/Change TRANSPROC User." Once you remove a user, then you must treat this user as a new user in order to regain access to the application.

5.7.3.3   Add Alternate ISM Administrator

Select this option from the "Security Administration Menu" to designate users who will have administrator privileges equivalent to the "transprc" login. The system will display the following screen.

```
┌─────────────────────────────────────────┐
│       Add Alternate Administrator         │
│                                           │
│                                           │
│     User Logname: _____          │
│                                           │
│                                           │
│  F3 = SAVE to continue; F6 = CANCEL       │
└─────────────────────────────────────────┘
```

Figure 5.7-88. Add Alternate Administrator

This screen requests the logname of the user that you want to grant administration privileges to. Enter a valid user name and press <F3> when done.

5.7.3.4   Delete Alternate Administrator

Select this option from the "Security Administration Menu" to delete the alternate ISM administrator. The system will display the following screen.

```
┌─────────────────────────────────────────┐
│     Delete Alternate Administrator        │
│                                           │
│     User Logname: _____          │
│  F3 = SAVE to continue; F6 = CANCEL       │
└─────────────────────────────────────────┘
```

Figure 5.7-89. Delete Alternate Administrator

This screen requests the logname of the administrator that you want to delete. Enter a valid user name and press <F3> to continue. The system will ask for confirmation before deletion. Enter <Y> if you want delete or <N> if you do not want to delete and press <Enter>. Pressing <F6> will cancel the delete request.

5.7.3.5   Grant Permissions to Print Documents.

This item lets the SA grant permission to a TRANSPROC user to print one or more documents that is

used in transition or retirement processing.

Transition Documents.

DD Form 214   Certification of Release or Discharge from Active Duty
DD Form 214WS   DD Form 214 Worksheet
DA Form 31   Request and Authority for Leave
DA Form 1506   Statement of Service

Retirement Documents

DD Form 2656   Data for Payment of Retired Personnel
DA Form 2339   Application for Voluntary Retirement
DA Form 31   Request and Authority for Leave
DA Form 1506   Statement of Service

When you select this option from the "Security Administration Menu," the following screen appears.

```
          Grant Permission to Print Documents
User Logname: _____     User Name: _____

            F3 = SAVE to continue; F6 = CANCEL
```

Figure 5.7-90. Grant Permissions to Print Documents

If the entered user is not in the system, then a warning message will appear.

Press <F3> to continue or <F6> to cancel. Pressing <F3> will display the following "Documents Browse Menu."

```
                    Documents Browse Menu
 DD Form 214    (Certification of Release or Discharge from Active Duty)
>DD Form 214WS  (DD Form 214 Worksheet)
 DD Form 2656   (Data for Payment of Retired Army Personnel)
 DA Form 31     (Request and Authority for Leave)
 DA Form 1506   (Statement of Service)
 DA Form 2339   (Application for Voluntary Retirement)
```

Press <F2> to mark the documents you wish to grant permission to for the previously selected user and press <Enter>.

5.7.3.6   Grant Permissions to Print Certificates.

This option lets the SA grant permission to a TRANSPROC user to print one or more certificates. Selection of this option from the "Security Administration Menu" will present the following screen.

```
          Grant Permission to Print Certificates
User Logname: _____     User Name: _____

            F3 = SAVE to continue; F6 = CANCEL
```

Figure 5.7-91. Grant Permissions to Print Certificates

This screen lets you grant permission to a TRANSPROC user for purpose of printing specified certificates.   Enter a valid user's logname and the system will display the user's name, which is protected. Press <F3> to continue. The following certificates browse menu will appear.

```
┌─────────────────────────────────────────────────┐
│             Certificates Browse Menu              │
│  Certificate of Appreciation                      │
│ >Certificate of Retirement                        │
│  Department of the Army Certificate of Appreciation│
│  General Discharge                                │
│  Honorable Discharge                              │
└─────────────────────────────────────────────────┘
```

Press <F2> to mark the certificates you wish to grant permission to for the previously selected user and press <Enter>.

5.7.4   Peripheral Administration Menu

This menu allows the FA to add, change, or delete printers and other peripherals on the TRANSPROC system. In order to add a printer you will need to know how the printer was described to the operating system.   The UNIX description will be available from the SA. When you select "Peripheral Administration Menu," the following screen appears.

```
┌─────────────────────────────────────────┐
│      PERIPHERAL ADMINISTRATION MENU      │
│ >1.   Add/Change Application Printers     │
│  2.   Delete Application Printers         │
│  99. Return to the Master Menu            │
└─────────────────────────────────────────┘
```

Figure 5.7-92. Peripheral Administration Menu

Highlight your selection and press <Enter>.

5.7.4.1   Add/Change Application Printers

Use this procedure to add or change the definition of a printer available to TRANSPROC users. This does not alter the printer configuration or set-up in any way, but must be done to allow the printer to be used from within TRANSPROC. Printers must be added to the local network print server, as well as the ANSOC host Print server.

       a.   Control Inputs. Only printers that are already defined on the host system can be added to TRANSPROC. TRANSPROC uses the same designations as the system to refer to printers. Refer to the AIX version 4.1 "System User's Guide: Operating System and Devices," for information about how to add printers to the host system.

       b.   Management Information. Each printer definition in TRANSPROC consists of three parts:

            (1)   Printer name, a 15-character maximum alphanumeric designation used by both the host system and TRANSPROC to identify each printer.

            (2)   Printer class, which is different from the system printer class. It is used by TRANSPROC to determine what format of output is required/allowed and is selected from a pre-defined list shown below.

                  LASER PRINTER   (HP LaserJet III-compatible)
                  DRAFT-80 COLUMN
                  DRAFT-132 COLUMN/COND
                  LABEL PRINTER
                  SLAVE *

                  * A user can direct the output from TRANSPROC to a printer attached to a PC by selecting the "SLAVE" option on the printer class list. However, slave printers are, by definition, not attached to the local print server or available to other workstations on the network.

            (3)   Printer description: a 60-character maximum alphanumeric comment that

TRANSPROC associates with the printer to aid in identifying the printer. Should include physical location of printer (such as HP-LaserJet-II+ #1, Room 345, Building 440).

c.   ~~Input/Output Files~~. Printer definitions are stored in the printer table in the inproc database (transprc: "transprc."printer).

To add a printer, select Option #1 from the "Peripheral Administration Menu." The following screen will appear.

```
                  Add/Change Application Printers
>*** ADD RECORD
 1006d59          FORT STEWART - CIF - DOROTHY          -DRAFT-132 COL/COND
 1006d60          FORT STEWART - CIF - RECEPTION        -DRAFT-132 COL/COND
 1006d61a         FORT STEWART - CIF - ABSTRACT (VALARIE) -DRAFT-132 COL/COND
 1006d61b         FORT STEWART - CIF - ABSTRACT (MAMIE) -DRAFT-132 COL/COND
 1006d62          FORT STEWART - CIF - LINDA            -DRAFT-132 COL/COND
 1006159          FORT STEWART - CIF - DOROTHY          -LASER PRINTER
 1006162          FORT STEWART - CIF - LINDA            -LASER PRINTER
 1036d2           HUNTER AAF - CIF - RECEPTION          -DRAFT-132 COL/COND
 1036d206         HUNTER AAF - CIF - JEAN               -DRAFT-132 COL/COND
 laser            LASER PRINTER                         -LASER PRINTER
 pol4374hsd1      DOT MATRIX - FRONT COUNTER (RAY)      -DRAFT-132 COL/COND
 pol4374hsd2      DOT MATRIX - REAR COUNTER (SS)        -DRAFT-132 COL/COND
 pol4374vol1      LEXMARK LASER                         -LASER PRINTER
```

Figure 5.7-93. Add/Change Application Printers

Highlight "Add Record" and press <Enter> to display the "Add/Change Application Printers" screen as shown.

```
                  Add/Change Application Printer

                      *  ADDING RECORD  *

      Printer Name: _____

      Description:
      _____

      Class of printer: _____

              F3 = SAVE to commit work; F6 = CANCEL
```

Enter the appropriate information for the printer. Press <F3> to add the printer information to the database.

5.7.4.2   Delete Application Printers

Use this procedure to delete the definition of a printer made available to TRANSPROC via the "Add/Change Application Printer" procedure. This does not alter the printer configuration or setup in any way, but must be done to remove the matching record from the TRANSPROC printer table, making that printer unavailable to TRANSPROC users.

To delete a printer, select Option #2 from the "Peripheral Administration Menu."

```
                  Delete Application Printers

              Printer Name:_____

      F3 = SAVE to delete; F6 = CANCEL to abort
```

Figure 5.7-94. Delete Application Printers

Enter the printer name to delete and press <F3> to delete or <F6> to cancel deletion request. The system will ask for confirmation before deleting the printer.

```
┌────────────────────── Delete Printer Confirmation ──────────────────────┐
│ Item(s) selected will be permanently removed from the database           │
│                                                                          │
│        Do you wish to delete the item(s) selected?  _                    │
│                                                                          │
│           F3 = SAVE to commit work; F6 = CANCEL                          │
└──────────────────────────────────────────────────────────────────────────┘
```

Enter <Y> for 'Yes' or <N> for 'No' and press <Enter>. Pressing <F6> will cancel the delete request.

5.7.5 Setup Installation-Specific Menu

This menu allows the FA to add or delete items on the Installation-Specific Applications Menu, which contains entry points for various programs that are found at that particular location. Select this menu from the "TRANSPROC Initialization/Administration Menu" to display the following screen.

```
┌──────────────────────────────────────────────────────┐
│ SETUP INSTALLATION-SPECIFIC APPLICATIONS              │
│>1.   Add/Change Menu Entries                          │
│ 2.   Delete Menu Entries                              │
│ 99. Return to the Master Menu                         │
└──────────────────────────────────────────────────────┘
```

Figure 5.7-95. Setup Installation-Specific Applications Menu

Highlight your selection and press <Enter>.

5.7.5.1 Add/Change menu Entries

Use this procedure to add or modify entries on the Installation-Specific Applications Menu. The entries on this menu are stored in a table in the "transprc" database and each entry consists of two parts:
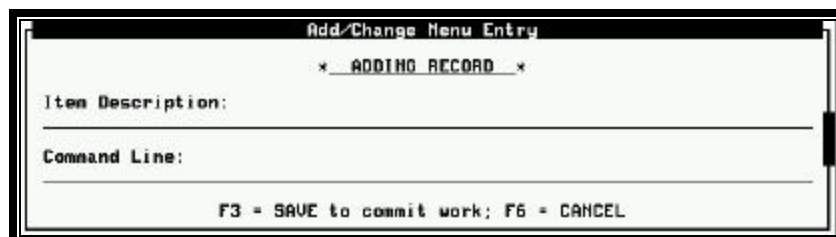
      a.   Descriptive text, consisting of up to 60 alphanumeric characters, that is displayed on the Installation Specific Menu.

      b.   A UNIX shell command, consisting of up to 60 alphanumeric characters, is executed when the corresponding item is selected. This lets the FA add a new menu item or change an existing one.

When you select "Add/Change Menu Entries" the following menu will appear.

```
┌── Add/Change Menu Entries ──┐
│>*** ADD RECORD              │
│ 1. Unix prompt!             │
└─────────────────────────────┘
```

Figure 5.7-96. Add/Change Menu Entries

When you select "ADD RECORD" the following screen appears.

```
┌────────────────────── Add/Change Menu Entry ──────────────────────┐
│                      *   ADDING RECORD   *                         │
│                                                                    │
│ Item Description:                                                  │
│                   ────────────────────────────────                │
│                                                                    │
│ Command Line:                                                      │
│                   ────────────────────────────────                │
│             F3 = SAVE to commit work; F6 = CANCEL                  │
└──────────────────────────────────────────────────────────────────┘
```

The screen will prompt you for the following information.

Field	Description
Item Description:	Enter a description that will be displayed in the "Installation -Specific Application Menu."
Command Line:	Enter a full command line that will be run by UNIX.

Press <F3> to add entry in the form or <F6> to cancel the entry and to return to the previous screen.
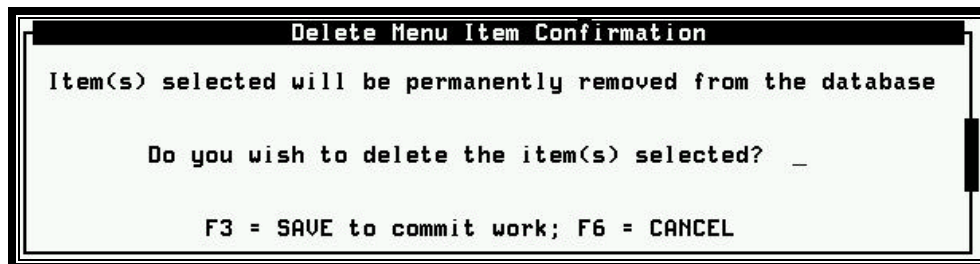
5.7.5.2   Delete Menu Entries

This option allows the DAMIS administrator to delete links to other applications on the UNIX system. When you select "Delete Menu Entries" the following screen appears.

Figure 5.7-97. Delete Menu Entries

To delete a menu item, select that item. The system will prompt for confirmation before the deletion occurs with the screen shown below.

Enter <Y> if you want to delete or <N> if you do not want to delete and press <F3> to delete the item or <F6> to cancel the operation.

5.7.6   Ad Hoc Query Administration Menu

When you select this menu from the "TRANSPROC Administration Menu" the following screen will appear.

Figure 5.7-98. Ad Hoc Query Administration Menu

Highlight your selection and press <Enter>.

5.7.6.1   Select Elements to Show

Use this procedure to define which SADB elements shall be made available to users of the Ad Hoc Query utility. When you select this item, an "Elements to Show" screen will appear. It lists available elements and current comments.

Figure 5.7-99. Elements to Show

To select elements, highlight desired element(s) and press <F2> to mark. When done marking, press <Enter> to return to the "Ad Hoc Query Administration Menu."

5.7.6.2   Add/Change Element Comments

Use this procedure to change the definitions of elements as they are displayed by Ad Hoc Query. These definitions will appear beside each element name. When you select this item, the following "Elements screen" will be displayed, listing each available SADB element and its current comment.

Highlight the elements that you want to add or change comments and press <F2> to mark them. After marking the desired element(s), a "Change Element Comment" screen will appear.

Figure 5.7-100. Add/Change Element Comments

The name of the first element you marked will appear in the Element field. Enter or change the information in the comment field and then press <F3> to go on to the next element you marked. If the Change Element routine was canceled before it was completed, then the following message will appear.

```
┌─────────────────────────────────────────────────────────┐
│                         NOTICE                            │
│                                                           │
│   The Change Element routine was canceled before it       │
│   completed. If you wish to cancel all of the work        │
│   that was just done, press 'C' or 'c'. Any other key     │
│   will save all of the work that was done and exit        │
│   the process.                                            │
│                                                           │
│   press 'C' or 'c' to cancel or any other key to save work│
└─────────────────────────────────────────────────────────┘
```
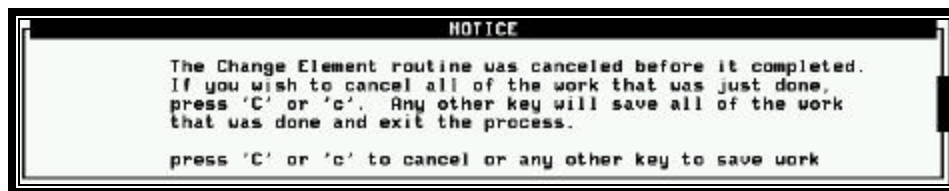
When done, the "Ad Hoc Query Administration menu" will reappear.

NOTE: If you have excluded certain elements that are included in previously saved queries, those queries will not run.

5.7.7   SPD Code/Separation Authority Administration Menu.

This menu provides access to functions that let you add change or delete Separation Program Designator (SPD) codes and Separation Authorities.   When you select this menu from the "TRANSPROC Initialization/Administration Menu," the following screen will appear.

```
┌──────────────────────────────────────────────────────┐
│        SPD Code / Separation Auth Admin Menu            │
│ >1.  Add/Change SPD Code / Separation Authority         │
│  2.  Delete SPD Code / Separation Authority             │
│ 99.  Return to Master Menu                              │
└──────────────────────────────────────────────────────┘
```

Figure 5.7-101. SPD Code/Separation Authority Administration Menu

Highlight your selection and press <Enter>.

5.7.7.1   Add/Change SPD Code/Separation Authority.

This item lets you add or change SPD codes, authorities, and narrative reasons for separation. Selection of Option #1 from the "SPD Code/Separation Authority Administration Menu" will display the following screen.
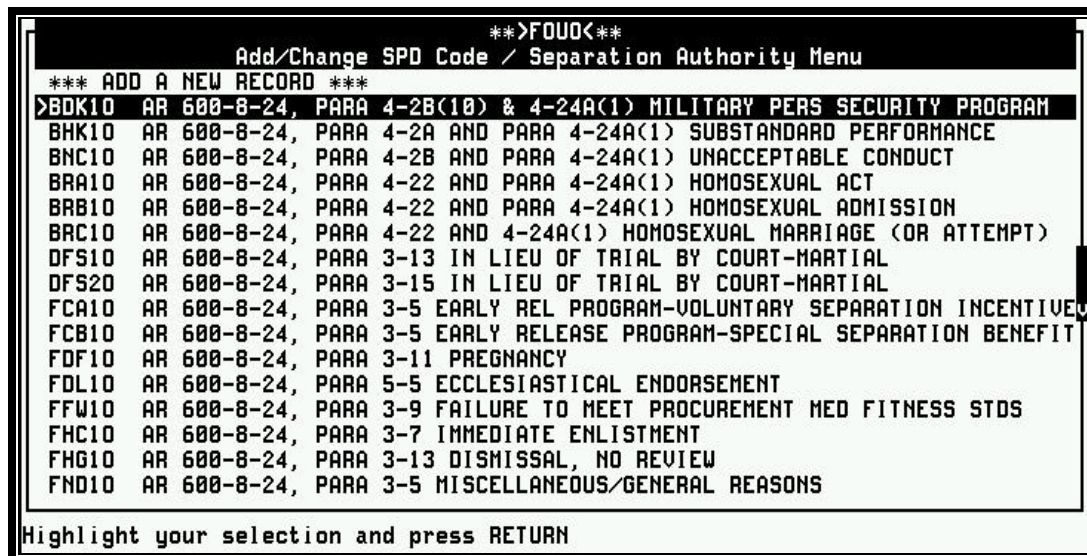
```
┌────────────────────────────────────────────────────────────────┐
│                         **>FOUO<**                                │
│            Add/Change SPD Code / Separation Authority Menu         │
│  *** ADD A NEW RECORD ***                                          │
│ >BDK10  AR 600-8-24, PARA 4-2B(10) & 4-24A(1) MILITARY PERS SECURITY PROGRAM │
│  BHK10  AR 600-8-24, PARA 4-2A AND PARA 4-24A(1) SUBSTANDARD PERFORMANCE      │
│  BNC10  AR 600-8-24, PARA 4-2B AND PARA 4-24A(1) UNACCEPTABLE CONDUCT         │
│  BRA10  AR 600-8-24, PARA 4-22 AND PARA 4-24A(1) HOMOSEXUAL ACT               │
│  BRB10  AR 600-8-24, PARA 4-22 AND PARA 4-24A(1) HOMOSEXUAL ADMISSION         │
│  BRC10  AR 600-8-24, PARA 4-22 AND 4-24A(1) HOMOSEXUAL MARRIAGE (OR ATTEMPT)  │
│  DFS10  AR 600-8-24, PARA 3-13 IN LIEU OF TRIAL BY COURT-MARTIAL              │
│  DFS20  AR 600-8-24, PARA 3-15 IN LIEU OF TRIAL BY COURT-MARTIAL              │
│  FCA10  AR 600-8-24, PARA 3-5 EARLY REL PROGRAM-VOLUNTARY SEPARATION INCENTIVE│
│  FCB10  AR 600-8-24, PARA 3-5 EARLY RELEASE PROGRAM-SPECIAL SEPARATION BENEFIT│
│  FDF10  AR 600-8-24, PARA 3-11 PREGNANCY                                      │
│  FDL10  AR 600-8-24, PARA 5-5 ECCLESIASTICAL ENDORSEMENT                      │
│  FFW10  AR 600-8-24, PARA 3-9 FAILURE TO MEET PROCUREMENT MED FITNESS STDS    │
│  FHC10  AR 600-8-24, PARA 3-7 IMMEDIATE ENLISTMENT                            │
│  FHG10  AR 600-8-24, PARA 3-13 DISMISSAL, NO REVIEW                           │
│  FND10  AR 600-8-24, PARA 3-5 MISCELLANEOUS/GENERAL REASONS                   │
│                                                                    │
│ Highlight your selection and press RETURN                          │
└────────────────────────────────────────────────────────────────┘
```

Figure 5.7-102. Add/Change SPD Code/Separation Authority

If you select "ADD RECORD," then the following screen will appear.

```
┌──────────────────────────────────────────────────┐
│          Add/Change SPD Code / Separation Auth     │
│                  *  ADDING RECORD  *               │
│                                                    │
│  SPD Code: ____   SPD Type: _____               │
│                                                    │
│  Authority: _____│
│  Orders Separation Authority: _____│
│                                                    │
│  Narrative Reason for Separation:                  │
│  _____│
│  _____                         │
│                                                    │
│  Submenu Text:                                     │
│  _____│
│                                                    │
│            F3 = SAVE to commit work; F6 = CANCEL   │
└──────────────────────────────────────────────────┘
```

This screen lets the SA add SPD codes, authorities, and narrative reasons for separation that are not in the ILIDB.

Field	Description
SPD Code:	Enter the 3-character SPD code.
SPD Type:	Enter type of SPD code (Enlisted or Officer) or press <F2> for choices.

```
┌─────────────┐
│   SPD Type  │
│             │
│ >ENLISTED   │
│  OFFICER    │
└─────────────┘
```
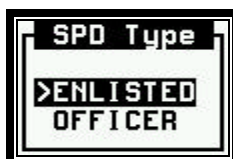
Field	Description
Authority:	Enter the basic regulation, and the specific paragraph authorizing the separation designated by this SPD code.
Orders Separation Authority:	Enter the basic regulation authorizing the separation - Do not include the specific paragraph.
Narrative Reason for Separation:	Enter the appropriate narrative reason for separation. (For example: Expiration Term of Service).
Sub-menu Text:	This text gets filled-in with the data you entered for Authority and Narrative Reason for Separation. You can edit this text, if necessary.

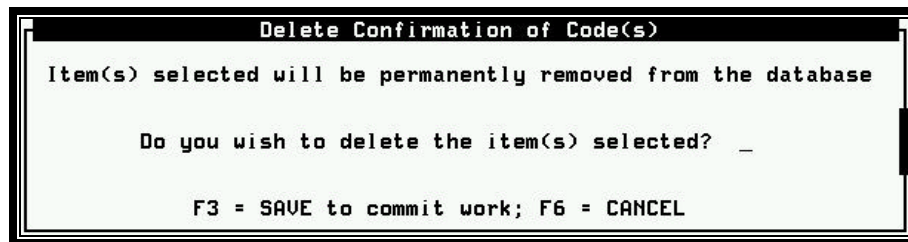Press <F3> to commit work or <F6> to cancel.

5.7.7.2   Delete SPD Code/Separation Authority.

Selection of Option #2 from the "SPD Code/Separation Authority Administration Menu" will display the following screen.

Figure 5.7-103. Delete SPD Code/Separation Authority

This screen lets the SA delete SPD codes, authorities, and narrative reasons for separation that are not in the ILIDB. Mark your selection by pressing <F2> and press <Enter>. The system will then prompt you with the following 'delete confirmation' screen.

Enter <Y> if you want to delete and <N> if you don't want to delete. Press <F3> to commit the work or <F6> to cancel the delete request.
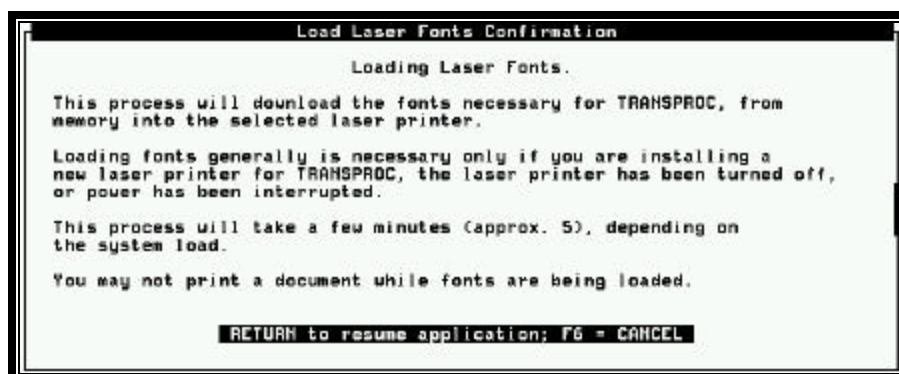
5.7.8   Load Laser Fonts.

When this item is selected from the "TRANSPROC Initialization/Administration Menu," the following screen will appear.

Figure 5.7-104. Load Laser Fonts

Enter the printer to which fonts are to be downloaded. Pressing <F2> will display all available printers for selection. Press <F3> to load the fonts or <F6> to cancel the operation. When you press <F3>, the system prompts for confirmation as shown.

Press <Enter> to load laser fonts or <F6> to cancel.

5.7.9   **Print Blank Laser Forms.**

Selection of this option from the "TRANSPROC Initialization/Administration Menu" will display the following screen.

```
                   Print Blank Forms Menu
Blank DD Form 214WS    (DD Form 214 Worksheet)
Blank DD Form 2656     (Data for Payment of Retired Army Personnel)
Blank DD Form 2656-1   (SBP Election Statement for Former Spouse Coverage)
Blank DA Form 31       (Request and Authority for Leave)
Blank DA Form 1506     (Statement of Service)
Blank DA Form 2339     (Application for Voluntary Retirement)
Blank Service Time     (Service Computation for Separation/Retirement)
```

Figure 5.7-105. Print Blank Laser Forms

Highlight your selection and press <Enter> to display the following screen.

```
        Print Destination (v. 2.02)

Number of Copies: 01

Printer Class: LASER PRINTER
Printer Name: laser

     F3 = SAVE to print; F6 = CANCEL
```

Enter the number of copies, printer class and printer name or press <F2> for choices to select. Press <F3> to print or <F6> to cancel the print request.

5.8   INSTALLATION SPECIFIC APPLICATIONS

These procedures may be defined by the TRANSPROC administrator to be any valid UNIX shell command. Access to these procedures is controlled by the TRANSPROC administrator using procedure Add/Change TRANSPROC User. Selection of this option from the "Master Menu" will display the following screen.

```
            Installation-Specific Applications Menu
  1.   Check mail
 >2.   special prg
  3.   Read Mail
  4.   Read mail using PINE
  5.   check others
  6.   Enter/Submit PRs/ECP-Ss for A150 (SDC-W)
  7.   jsut a test
  8.   run hoods' serwks_prg
  9.   Simple List of Mail Subjects
 10.   Dummy Filler to get around a problem with the menu.
```

Figure 5.8-1. Installation-Specific Applications Menu

Highlight your selection and press <Enter>.

6   TERMS AND ABBREVIATIONS

Terms	Explanation
Ad hoc	A feature of ISM that permits any user to create special-purpose or customized queries and reports with SQL.
Archive	Stored files that will not be used for some time or saving a "snapshot" of a set of files.
Case-sensitive	Able to distinguish between upper and lower-case letters.
Login Name	The string of characters that identifies each user accounts on the UNIX-based host computer. This same name identifies TRANSPROC users. (It is also called the "user name").
Software Tools	See "Utility Software."
Software Unit	A program, package, module, or any other convenient grouping of code that may be discussed or documented as a unit.
Utilities	Software programs, subroutines, MACROs, facilities, and vendor software separate from the application used to generate or modify code.
Utility Software	Software programs, subroutines, MACROs, facilities, and vendor software separate from the application used to generate or modify code.

Abbreviations and Acronyms	Definition
ACSIM	Assistant Chief of Staff for Installation Management
ADD	Army Data Dictionary
ADP	Automated Data Processing
AIS	Automated Information System
AISM	Automated Information System Manual
ANSI	American National Standards Institute
ANSOC	Army Network and Systems Operations Center
AR	Army Regulations
ASCII	American Standard Code Information Interchange
BBS	Bulletin Board System
CAO	Customer Assistance Office
CCM	Configuration Control Manual
CIF	Central Issue Facility
DA	Department of the Army
DBA	Database Administrator
DBDD	Database Design Description
DBMS	Database Management System
DCSLOG	Deputy Chief of Staff for Logistics
DCTN	Defense Commercial Telecommunications Network
DIC	Document Identifier Code
DISN	Defense Information System Network
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DOIM	Directors of Information Management
DPI	Data Processing Installation
DRMO	Defense Reutilization and Marketing Office
DSN	Defense Switched Network
ECP-S	Engineering Change Proposal - Software

ESQL...Embedded Structured Query Language
ETI..Extended Terminal Interface
ETIP ....Extended Terminal Interface Prototype
FA ....Functional Administrator
FD ....Functional Description
FOUO ....For Official Use Only
FP..Functional Proponent
FTS..Federal Telecommunications System
GOSIP.......................................Government Open System Interconnection Profile
IAW...In accordance with
IITS ....Installation Information Transport System
ILIDB ....Installation Level Integrated Database
ISM ....Installation Support Module
ITP...Installation Transition Processing
ISS...Information Systems Security
LAN ....Local Area Network
LIN..Line Item Number
MACOM...................................Major Army Command
MAIS...Major Automated Information System
NCSA..National Center for Supercomputing Applications
NIC ....Network interface card
NSN ....National Stock Number
OCIE...Organizational Clothing and Individual Equipment
ODISC⁴ ....Office of the Directorate of Information Systems for Command, Control, Communications, and Computers
OS ....Operating System
OSE..Open System Environment
PAM..Pamphlet
PC ....Personal Computer
PCS..Permanent Change of Station
POC ....Point of Contact
POSIX.......................................Portable Operating System Interface for Computer Environments
PR..Problem Report
QPBS ....Quantity Possessed by Soldier
RDMS ....Relational Database Management System
SA ....System Administrator
SADB...Subject Area Database
SAFP...Subject Area Functional Proponent
SCOM..Software Center Operator Manual
SD ....System Developer
SDC-W ....Software Development Center-Washington DC.
SIC ....System Identification Code
SIDPERS ....Standard Installation/Division Personnel System
SIP...Software Installation Plan
SMC ....Small Multi-user Computer
SPS..Software Product Specification
SQL..Structured Query Language
SSA..Supply Support Authority
SSAN,SSN..................................Social Security Account Number, Social Security Number
SSP..Security Support Plan

STAMIS ....Standard Army Management Information Systems
STARS ....Status Tracking and Reporting System
STRAP ....Structured Requirement Analysis Planning
SUM.....................................Software User Manual
TCSEC ....Trusted Computer System Evaluation Criteria
UIC.......................................Unit Identification Code
UNCLAS..............................Unclassified
USAISSDC-W ......................U.S. Army Information Systems Software Development Center - Washington DC.
USAISEC ....US Army Information System Engineers Command
US-2.....................................Unclassified Sensitive-Two
VDT......................................Video Display Terminal

7   SAMPLE BACKUP SCRIPT

```
#! /bin/sh
# backup : sample of script to backup the TRANSPROC ISM
TAPEDEV=/dev/null
# You must change TAPEDEV to the local pathname of a tape drive.
# For example on the AT&T 3B2:  TAPEDEV=/dev/rSA/9track1
# If you don't have a tape drive you can create the archive in a file.
# Set TAPEDEV to the pathname of file, for example "/usr2/transprc.cpio."
# Be sure that you do this on a file system that a) has enough free blocks to contain the entire archive and
# b) is writable by login ID TRANSPROC.
# Use of "compress" or another adaptive file compression method on the result is highly recommended if possible.
#
# message below can be seriously shortened
#
echo 'This backup program is intended is to backup (almost) everything needed to restore TRANSPROC to
operation on the same/other system in the event of a system failure.  Only the password file and individual user
directory files are not stored.
Restoring is somewhat tricky and complicated since it depends on how the system failure occurred.  If you need
assistance with a restore or think you do please contact someone.  Backup does not restore.
Before running backup, use a text editor to set the value of \"TAPEDEV\" to a value appropriate for your system.
Currently TAPEDEV=\"$TAPEDEV\."
In order to run backup you must
        1) Login as someone other than a TRANSPROC user.
        2) Switch user to login ID \"transprc\."
        su transprc        (note: no \"-\" argument to su!)
        3) Change directory to home directory for TRANSPROC.
        4) Insure no ISM users are logged in.  This insures that neither the TRANSPROC database or the ILIDB are
        in use.
        5) if archiving to tape, mount a writable tape.
        6) run \"backup\." That means type:
        ./backup
Are you ready to continue?  This means that steps 1-5 are complete [Y/N] \c"
read ans
if test -z "$ans"
then
        echo "no backup done"
        exit
elif test "$ans" != "Y"
then
        echo "no backup done"
        exit
fi
#
# First make backups using "dbexport" of the SADB and the ILIDB
DBLIST=" ilidb"
for db in $DBLIST

do
        rm -rf $db.old            # remove old backup
        mv $db.exp $db.old        # make current backup previous
        rm -f dbexport.out        # scratch old transcript file, if any
        dbexport $db -q           # quiet export;
        if test $? -ne 0
        then
                echo "export of $db failed"
                echo "backup not done"
                exit
        fi
        mv dbexport.out $db.exp   # save transcript with export files
```

```
done
# create a cpio archive file
find . -print | sort | cpio -ocv > $TAPEDEV
if test $? -ne 0
then
        echo "cpio $db failed"
        echo "backup not complete"
else
        echo "backup complete"
```